

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Tuesday, April 20, 2004
4:30 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 April 20, 2004
- IV. MINUTES
Consideration of the Open and Closed Minutes of February 25, 2004; and Open and Closed Minutes of March 9, 2004 Exhibit A
- V. SUPERINTENDENT'S REPORT
- VI. OLD BUSINESS
Consideration of Proposed Board Meeting Schedule, 2004-2005 (Mr. Sasiadek)
Exhibit B
- VII. RECOGNITION OF ADVISORY COUNCIL APPOINTMENTS FROM MARCH 23, 2004 (Mr. Grimsley)
- VIII. REPORTS
 - A. Recognition of Scott Aucoin, Sixth Grader, Sudbrook Middle Magnet School (Mr. Sasiadek)
 - B. Recognition of Pupil Personnel Worker Week, May 2-8, 2004 (Mr. Sasiadek)
 - C. Recognition of School Psychology Week, May 2-8, 2004 (Mr. Sasiadek)
 - D. Proposed Staffing Plan for Special Education 2004-2005 (First Reading) (Mr. Boone)
Exhibit C
 - E. Summary of School Legislation (Dr. Poff)
Exhibit D

IX. NEW BUSINESS

- A. Consideration of consent to the following personnel matters: (Mr. Grimsley)
1. Retirements Exhibit E
 2. Resignations Exhibit F
 3. Leaves Exhibit G
 4. Deaths Exhibit H
 5. Administrative Appointment Exhibit I
- B. Consideration of Negotiated Master Agreement(s) with: (Mr. Grimsley)
1. AFSCME Exhibit J
 2. BACE
 3. PSNA
 4. TABCO
- C. Consideration of consent to the following contract awards: (Ms. Burnopp)
(Mr. Gay)
Exhibit K
1. eCatalog Contracts (a through w)
 - a. eCatalog--Art Photo Supplies
 - b. eCatalog--Art Supplies
 - c. eCatalog--Audio-Visual Supplies
 - d. eCatalog--Family Studies Supplies
 - e. eCatalog--Handwriting Materials
 - f. eCatalog--Interscholastic Athletic Equipment and Supplies
 - g. eCatalog--Interscholastic Football Supplies and Equipment
 - h. eCatalog--Library Instructional Media
 - i. eCatalog--Math Supplies
 - j. eCatalog--Media Supplies--Elementary
 - k. eCatalog--Media Supplies--Secondary
 - l. eCatalog--Media Supplies--Special Education
 - m. eCatalog--Medications and First Aid Supplies
 - n. eCatalog--Music--Instrumental Supplies
 - o. eCatalog--Music--Vocal Supplies
 - p. eCatalog--Physical Education Supplies and Equipment
 - q. eCatalog--Science Supplies
 - r. eCatalog--Technology Education Equipment and Supplies
 - s. eCatalog--Textbooks—Elementary School
 - t. eCatalog--Textbooks—High School
 - u. eCatalog--Textbooks—Middle School
 - v. eCatalog--Textbooks—Special Education School
 - w. eCatalog--Unique Office Supplies

IX. NEW BUSINESS (cont)

2. Contracted Services – Preventative Maintenance, Start-up, Shutdown, and Repair of Chillers, Cooling Towers, Condensers and Other AC Equipment
3. Contracted Services – Marriott’s Hunt Valley Inn – Baltimore
4. Diesel Anti-freeze
5. Dynamic Indicators of Basic Early Literacy Skills
6. *Fast Track* Intervention Curriculum Materials
7. Food Service: Bread Products
8. Food Service: Dairy and Related Products
9. Gasoline and Diesel Fuel
10. Lubricants and Motor Oils
11. *Mathematics Yes*, Online Professional Development
12. Supplies Contract—Sport Floor-care Finish, Cleaner, and Mop Treatment

- D. Consideration of consent to the following Building Committee Recommendations: (Building Committee)
1. Award of Contract – ADA Upgrades at Chesapeake Terrace Elementary School Exhibit L
 2. Award of Contract – ADA Upgrades at Mars Estates Elementary School Exhibit M
 3. Award of Contract – ADA Upgrades at Rodgers Forge Elementary School Exhibit N
 4. Award of Contract – Reroofing Project at Parkville Middle School Exhibit O
 5. Award of Contract – Reroofing Project at Overlea High School Exhibit P
 6. Award of Contract – Reroofing Project at Owings Mills Elementary School Exhibit Q
 7. Award of Contract – Boiler Replacement at Randallstown High School Exhibit R
 8. Award of Contract – Exterior Door Replacements at Dulaney High, Middleborough Elementary, and Halethorpe Elementary Schools Exhibit S
 9. Contract Modifications – Construction Management Services at New Town High School Exhibit T

X. INFORMATION

- A. Office of Third Party Billing Annual Report for 2002-2003 Exhibit U
- B. Calendar Adjustment for 2003-2004 School Year Exhibit V
- C. Revised Rule 5140 – Students: Enrollment and Attendance Exhibit W
- D. Southwest Area Educational Advisory Council Meeting Minutes of February 18, 2004 Exhibit X

XI. ANNOUNCEMENTS

- A. Constituent Groups
- B. Public Comment

Next Board Meeting
7:30 PM

May 11, 2004
Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Wednesday, February 25, 2004

The Board of Education of Baltimore County, Maryland, met in open session at 5:25 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John Hayden, Ms. Jean Jung, Mr. Michael P. Kennedy, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek reminded Board members of upcoming functions including:

- Commencement Schedule for 2004

Mr. Sasiadek stated that Dr. Grasmick would not be attending the Board meeting because of an urgent meeting in Annapolis.

Ms. Murray entered the room at 5:35 p.m.

Board members briefly reviewed and discussed the new diploma proposal.

Mr. Walker moved that the student Board member be permitted to participate in closed session discussions. The motion was seconded by Mrs. Ettinger and unanimously approved by the Board.

At 5:55 p.m., Mr. Arnold moved the Board go into closed session to discuss personnel matters and to conduct matters related to the negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Walker and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Randy Grimsley, Executive Director of Human Resources, reviewed with Board members personnel matters to be considered this evening.

At 7:00 p.m., Mr. Hayden moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Arnold and approved by the Board.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:42 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. 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 Lena Shalaby, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Dr. Hairston noted one adjustment to the agenda for this evening's meeting. Mr. Sasiadek respectfully requested to remove item VII, State Superintendent of Schools, from the agenda. Dr. Grasmick had to attend a meeting in Annapolis.

MINUTES

Hearing no additions or corrections to the Public Hearing Minutes on Proposed FY2005 Operating Budget; and Open and Closed Session Minutes of January 28, 2004, Mr. Sasiadek declared the minutes approved as presented on the website.

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

SPECIAL ORDER OF BUSINESS

On motion of Mrs. Ettinger, seconded by Mr. Walker, the Board approved the reappointment of the Superintendent's Contract.

Mrs. Ettinger commented that Dr. Hairston has focused on the challenging task of aligning resources, both human and fiscal, to promote achievement for all students.

Mr. Walker commented the race isn't over in our school system. But it gives him a feeling of comfort that Dr. Hairston will be at the helm for the next four years. He remarked that Dr. Hairston has always referred to BCPS as "the school system" and not "a system of schools."

Ms. Jung was pleased about where BCPS has come from and excited about where the school system is going. She thanked Dr. Hairston for bringing outstanding people into the school system to work with him.

Mr. Arnold commented that what really stood out with Dr. Hairston was his tenacity and enthusiasm for children and for doing what is right for all children. He noted that the budget process has significantly improved over the past four years.

Mr. Sasiadek remarked BCPS has taken a giant step forward from where we were four years ago. He stated that Dr. Hairston is one of the golden threads of our cloth that binds us together as a family in Baltimore County.

SUPERINTENDENT'S REPORT

Dr. Hairston expressed appreciation to Deputy Superintendents' Ms. Christine Johns and Mr. J. Robert Haines, and Chief of Staff, Ms. Merle Audette. He also thanked all Baltimore County Public Schools employees for their hard work and dedication.

Dr. Hairston announced that Ms. Kathleen Cave, Technology Integration teacher from Sparks Elementary School, was selected as 2004 Maryland Outstanding Technology User of Education.

Dr. Hairston distributed a brochure to the Board from the Superintendents' Conference in San Francisco, which shows other school systems utilizing various buildings as school sites.

OLD BUSINESS

Proposed Operating Budget for FY2005

Mr. Sasiadek noted the exhibit on the website had a missing page. The hard copy distributed tonight is the correct exhibit for this evening's meeting.

With regards to Mr. Kennedy's question on additional staffing in the Infants and Toddlers program, Ms. Burnopp, Executive Director of Fiscal Services, stated the budget has not changed since the work session. Mr. Kennedy recommended the comments made at the public hearing be reviewed to ensure this program is not understaffed.

Mr. Kennedy inquired whether there is a problem with copiers in schools. Ms. Burnopp responded that copier information has been supplied to the Board in the weekly Friday letter. Mr. Kennedy recommends generating a survey that provides feedback from administrative staff and teachers in schools regarding copiers.

Mr. Kennedy expressed concern over not having a dedicated fund to pay for employees on sick leave. Mr. Grimsley stated BCPS uses the central funding substitute fund in the operating budget to fill those positions. Mr. Kennedy requested figures as to how much money is spent out of the central funding substitute fund for administrators.

With regards to the Gifted and Talented program, Ms. Murray commented that the Board consider using redirected funds to go back into the program as appropriate.

Mrs. Ettinger noted the Board recognizes this is a lean budget year and the system is attempting to be responsible for the use of its funds. She believes the Superintendent has expressed a strong commitment with regards to the Gifted and Talented program.

Mr. Hayden echoed Mrs. Ettinger's comments and is a strong proponent of restoring the funds back into the Gifted and Talented program as quickly as possible.

On motion of Mrs. Ettinger, seconded by Mr. Kennedy, the Board approved the Proposed Operating Budget for FY 2005 (Exhibit B).

REPORTS

The Board received the following reports:

- A. **Revised Policy 2372 – Conduct: Tobacco** – Ms. Satterfield, Executive Director of Student Support Services and Ms. Michelle Prumo, Health Services Coordinator, stated this is the first reading of revised Policy 2372. Ms. Satterfield stated changes reflect current language and to implement a smoke-free, tobacco-free environment on schools grounds 24 hours a day/7 days a week.

Mr. Kennedy asked if this would include softball and football fields. Ms. Satterfield responded affirmative. With regards to policing schools, Ms. Satterfield stated signs would be posted throughout school grounds. She noted the policy change would be communicated to all stakeholder groups as well as communities.

Mrs. Ettinger requested written information from neighboring school systems to see what their experience has been with implementing a similar policy. Ms. Prumo noted that school buildings have been tobacco-free for 10 years and organizations utilizing school buildings have adhered to this policy. She stated the Use of Facilities form would be expanded to include school grounds.

PERSONNEL MATTERS

On motion of Mr. Kennedy, seconded by Mr. Hayden, the Board approved the personnel matters as presented on Exhibits D, E, F, G, H and I. (Copies of the exhibits are attached to the formal minutes.)

CONTRACT AWARDS

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved item 1 (Exhibit J).

1. Automotive Service Technology Equipment

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1 and 3 (Exhibit K and M). Ms. Shillman pulled item 2 for further discussion. Mr. Arnold abstained from voting on item 3 (Exhibit M).

1. Award of Contract – Material Testing at Woodholme Elementary School.
3. Change Order – Design and Construction Administration Services at Woodholme Elementary School

Item 2

Mr. Hayden asked if the design cost included site work and dirt movement. Mr. Cassell responded there would be dirt movement and as well the requirement to meet fire code and ADA regulations.

With regards to Mr. Walker's question concerning the construction management course, Ms. Bailey stated 30 students are currently enrolled to begin the course next year. She noted this course is a 4-credit career completer. Mr. Walker asked if the continuation of the program is contingent upon building the pavilion. Ms. Bailey responded the pavilion is needed for large-scale construction projects. She noted this program is modeled closely to the course at Eastern Technical High School. Ms. Charlene Bonham, Manager of Career and Technology Education, remarked usage of the pavilion would be to teach students grading and scaffolding use, ladder use, portable power tool use, and wall and ceiling framing.

Ms. Shillman asked if the construction management course could continue to be taught without the addition of the pavilion. Ms. Bonham responded the course could be taught using scale model projects; however, the pavilion would allow students to learn the expectation in the industry and prepare them for the real world.

Mrs. Ettinger ask if this pavilion were scaled down version, would it provide the space necessary for students to benefit from the program. Ms. Bonham responded affirmatively. Mrs. Ettinger inquired as to how many pavilions are currently in existence. Ms. Bonham stated three: Perry Hall High, Lansdowne High, and Eastern Technical High Schools. Mrs. Ettinger commented there have been concerns over the years that BCPS has not provided the construction trade experiences that people felt were worthwhile.

With regards to Ms. Jung's question, Ms. Bonham responded one high school currently offers the construction management course, which is Eastern Technical High School and New Town High will be the second. Ms. Jung asked if the program would be expanded elsewhere. Mrs. Bonham stated not at this time.

Mr. Walker remarked he was glad this opportunity is being offered to the students in the Northwest area.

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board voted to approve item 2. Ms. Shillman voted to oppose this item.

2. Change Order – Design and Construction Administration Services at New Town High School (Exhibit L)

SCHOOL LEGISLATION

On motion of Mr. Kennedy, seconded by Ms. Jung, the Board voted to support HB208 – Education – County Boards Of Education – Competitive Bidding.

On motion of Mr. Kennedy, seconded by Mr. Hayden, the Board voted to support HB345 - (SB 245) Bridge to Excellence in Public Schools Act – Trigger Provision – Repeal

Mrs. Ettinger moved approval of SB 174 - (HB 741) Education – Maryland School for the Blind – Notice to Parents or Guardians of Availability of Programs. Mr. Kennedy seconded the motion.

On motion of Mr. Kennedy, seconded by Mrs. Ettinger, the Board voted to support SB 526 - (HB 851) Education – Distressed Schools – Performance Incentive Grants.

Mr. Kennedy noted on Wednesday, March 3, there would be a Legislation Reception Day from 10:30 a.m. – 1:30 p.m. at the Miller Center Office building and all are welcome.

Mr. Sasiadek inquired about the teacher retirement situation. Dr. Poff responded that Senator McFadden and Delegate Adrienne Jones from Baltimore County have introduced legislation to revise the mentioned program. An analysis has not been completed and hearing date not yet established.

INFORMATION

The Board received the following as information:

- A. Revised Rule 2372 – Conduct: Tobacco
- B. Revised Rule 5150 – Students: Enrollment and Attendance
- C. Southeast Area Advisory Council Minutes of January 20, 2004

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- Schools and offices will be closed on Tuesday, March 2, 2004, in observance of Primary Election Day. Schools will reopen for students and teachers on Wednesday, March 3, 2004.

ANNOUNCEMENTS (cont)

- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, March 9, 2004, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions. The Board will host the Area Advisory Council Officers for dinner on March 9 from 6:00 – 7:30 p.m.

Mr. Sasiadek reminded speakers to refrain from discussing any matters that might come before the board in the form of an appeal, as well as any personnel matters.

STAKEHOLDER GROUPS

Ms. Maggie Kennedy, Baltimore County Education Coalition representative congratulated Dr. Hairston on his reappointment. She noted that the coalition met on February 24th and clarified their mission statement. Ms. Kennedy looks forward to meeting with County Executive, Jim Smith, on March 11 at 6:00 p.m. Ms. Kennedy remarked the operating budget shows a commitment to support public education.

Ms. Kelli Nelson, Advisory Committee for Special Education Chairperson, congratulated Dr. Hairston his reappointment. She noted their regularly scheduled meeting did not take place this month. In place of the meeting, the advisory committee attended the Thornton rally.

Ms. Meg O'Hare, Northeast Area Educational Advisory Council Chairperson, noted their next meeting would be on March 3rd at Overlea High School with the topic being high school assessment. She noted that 70 out of 103 elementary schools are participating in the science and technology fair. The science fair will take place at New Town High School on May 21 and 22. Ms. O'Hare announced a work session with the County Council on March 9th at 2:00 p.m. She commented House Bill 1604 regarding student capacity will go a long way and should be supported. She expressed her sympathy to the families of the two Baltimore County students who were involved last week in a fatal accident.

Mr. Stephen Crum, Southeast Area Educational Advisory Council representative, congratulated Dr. Hairston on his reappointment. He commented the budget book has more in it than numbers; it shows how the various areas are performing while disparities need to be addressed. Mr. Crum remarked that performance standards should increase not decrease.

Ms. Abbey Beytin, Northwest Area Educational Advisory Council Chairperson, remarked the council met at Wellwood Elementary School on Tuesday, February 17th with the topic being group homes and the impact in the northwest area. Delegates Adrienne Jones and Bobby Zirkin and Senator Delores Kelley attended and discussed legislation they are working on to help alleviate the problem. Ms. Beytin provided a report from the meeting to Board members.

STAKEHOLDER GROUPS (cont)

Ms. Marcella Kehr, BACE President, congratulated Dr. Hairston on his reappointment. With regards to the operating budget, Ms. Kehr thanked the Board for their commitment and dedication to the students and employees.

Ms. Paula Simon, Past President of CASE, was pleased with positive relations with the negotiation process. She remarked that CASE is working diligently with County Executive and the County Council to support the operating budget.

Dr. Ella White Campbell, Minority Achievement Advisory Group Chair, thanked Dr. Hairston for an outstanding job in moving the school system into the new millennium. She would like to see parents have the ability to monitor their child's progress on a day-to-day basis on the web (COGNOS). Dr. Campbell commented everyone has to work together to achieve BCPS' goal.

Mr. Michael Franklin, PTA President, expressed the PTA's condolences of the two Baltimore County students lost in an automobile accident last week. Mr. Franklin remarked that the PTA supports the operating budget, but believes it is a minimal budget. Mr. Franklin stated the highlight of the budget is the transition center. He also commented that placing the policy and rule manual on line is a major step in the right direction. Mr. Franklin commented that the PTA is in strong favor of county council bill 16, which would reduce the overcrowding of schools.

Ms. Cheryl Bost, TABCO President, Ms. Bost congratulated Dr. Hairston on his reappointment. Ms. Bost thanked the Board for adopting the proposed FY05 operating budget. She commented that full funding of Thornton is important to the success of public education in the state. Ms. Bost announced the education coalition rally on Monday, March 29th in the Lowe building in Annapolis. She commented on Secretary Paige's remarks in the news.

PUBLIC COMMENT

Ms. Kelli Nelson, Chair of the Interagency Council for Infant and Toddlers Program, shared with the Board a letter from Dr. Carol Ann Baglin from MSDE which states that a condition of receipt for FY05 federal and state funding distributed through CLAEF will be approved documentation that the local Infants and Toddlers Program will ensure the delivery of continuous year round service to eligible children by June 2004. Ms. Nelson remarked that mechanisms are not in place to ensure continuous, uninterrupted service for all children; BCPS may be in jeopardy of receiving federal and state funds. She highlighted issues noted in the annual monitoring report from MSDE.

Mr. Rodger Janssen congratulated Dr. Hairston on his reappointment. Mr. Janseen believes the proposed FY05 operating budget is in no way a step to make any kind of recovery.

Mr. Imam Khalil Majdalawi would like the Board to recognize and consider two Muslim holidays on the school calendar.

PUBLIC COMMENT (cont)

Mr. Muhammad Jameel congratulated Dr. Hairston on his reappointment. He remarked that Muslim population has increased since 1970 and requested two Muslim holidays being recognized on school calendar. He remarked his children had to double up on their work when missing the two Muslim holidays.

Dr. Ayman Akkad stated his children are fortunate to be part of the BCPS system. He is requesting the Board consider two Muslim holidays be added to the school calendar.

Mr. Haider Thamir commented he has two children in Baltimore County Public Schools. In the past ten years, his daughter has not been absent from school without cause for two days a year. Mr. Thamir is requesting two Muslim holidays be placed on the school calendar.

Ms. Yara Cheikh, Vice President of the American Arab Anti-Discrimination Committee Baltimore Chapter, commented that if other minority communities receive their holy high holidays off, the Muslims should as well. Ms. Cheikh provided statistics that Baltimore County has had a 10.8% increase in foreign immigration in the last 10 years. She noted that should this trend continue, Baltimore County would have approximately 1 million people by 2025. Ms. Cheikh stated that 30-42% of all Muslims in the United States are African American and there are growing African-American communities in Baltimore County. She requests the Board consider all the statistics when making a decision to add Muslim holidays to the school calendar.

Dr. Salah Oweis, Islamic Society of Baltimore representative, had a petition from the Muslim community requesting the Board look into adding the two Muslim holidays on the school calendar.

Dr. Hassan Makhzoumi commented that he and his wife had to suffer through the indignity of their religion not being recognized. He requests the Board look into the two Muslim holidays. He believes it is important for Muslims to be recognized. His daughter stated that one important part of education is cultural understanding and tolerance.

ADJOURNMENT

At 9:52 p.m., Mr. Kennedy moved to adjourn the open session. The motion was seconded by Mr. Hayden and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, March 9, 2004

The Board of Education of Baltimore County, Maryland, met in open session at 5:27 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John Hayden, Dr. Warren Hayman, Ms. Jean Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Sasiadek reviewed the housekeeping schedule, which includes:

- Commencement Schedule for 2004
- Upcoming events

Mr. Hayden entered the room at 5:34 p.m.

Mr. Sasiadek requested that invitations for Board Members go through the Board of Education office. Ms. Audette stated the request would be placed in the weekly superintendent's bulletin.

Ms. Phyllis Bailey, Executive Director of Special Programs, PreK-12, provided background information on the resolution for magnet schools. In October 2003, the Board approved a consultant to work with BCPS to develop the grant application. Ms. Bailey noted that one of the grant requirements was to attach a resolution to the application. She remarked there is a high demand for magnet schools; 1300 students are currently on the waiting list for magnet high schools. Ms. Bailey stated this is a planning grant for one year with implementation in year 2 and 3.

Several Board members expressed concern regarding the short turn-around time for this grant and that prior discussion with the Board on this subject did not occur. Dr. Hairston stated BCPS needs to increase the quality of the curriculum in low performing schools. He noted this resolution would give BCPS the opportunity to put in place quality instructional programs in these schools as well as provide academic possibilities for students.

At 6:13 p.m., Mr. Kennedy moved the Board go into closed session to discuss personnel matters and to conduct matters related to the negotiations pursuant to the Annotated Code of Maryland, State Government Article, §10-508(a)(1) and (a)(9). The motion was seconded by Mr. Hayden and unanimously approved by the Board.

CLOSED SESSION MINUTES

Mr. Randy Grimsley, Executive Director of Human Resources, reviewed with Board members personnel matters to be considered this evening.

Mr. Grimsley and Mr. Dan Capozzi, Manager of Human Resources, reviewed with Board members matters relating to upcoming negotiations with the bargaining units.

At 6:27 p.m., Mr. Kennedy moved the Board adjourn for a dinner recess. The motion was seconded by Mr. Arnold and approved by the Board.

The Board hosted members of the Area Educational Advisory Councils for dinner.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in open session at 7:48 p.m. at Greenwood. President James R. Sasiadek and the following Board members were present: Mr. Donald L. Arnold, Francesca Cirincione, Mrs. Phyllis E. Ettinger, Mr. Thomas G. Grzynski, Mr. John A. Hayden, III, Dr. Warren Hayman, Ms. Jean Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Ms. Joy Shillman, and Mr. James Walker. 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 Kyle Morosko and John Rodgers from Boy Scout Troop 419, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

MINUTES

Hearing no additions or corrections to the Proposed Operating Budget Work Session Minutes of February 5, 2004, Mr. Sasiadek declared the minutes approved as presented on the website.

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

SUPERINTENDENT'S REPORT

Dr. Hairston attended the recognition ceremony for Carroll Manor Elementary School as Baltimore County's Blue Ribbon School by the Maryland State Department of Education. Dr. Hairston expressed his appreciation to Mr. John Crow, Principal of Carroll Manor Elementary School.

Dr. Hairston commented on inquires received in his office with regards to committees. Dr. Hairston stated there are no standing committees within BCPS. All committees are ad hoc committees put together based on goals, objectives, expertise on the subject matter, and volunteers from the communities. He expressed his appreciation to all those who are eager to support and work with the school system.

RECOGNITION OF ETHICS PANEL APPOINTMENT FROM FEBRUARY 25, 2004

Mr. Grimsley recognized Mr. Raymond A. Hein, Esquire, whose appointment to the Ethics Panel was approved at the February 25, 2004 meeting.

REPORTS

The Board received the following reports:

- A. **Recognition of March as Professional Social Work Month** – On motion of Mrs. Ettinger, seconded by Mr. Arnold, the Board adopted a resolution proclaiming March 2004 as National Social Work Month.
- B. **Report on Reading Screening Process** – Through a PowerPoint™ presentation, Dr. Gwen Grant, Executive Director of Secondary Programs, reviewed the new reading screening process by which certain students in middle schools will exit from grade 6 and continue reading in grades 7 and 8. Ms. Paula Simon, English and Reading Coordinator for Secondary Programs, and Ms. Carla Zamerelli-Clifford, Reading Supervisor for Secondary Programs, shared with the Board the rationale process, criteria, and expected results for the Reading Screening program.

Mrs. Ettinger was delighted to see a consistent program. Mrs. Ettinger asked who would be teaching students at grade levels 7 and 8 and what programs would be presented to the students. Ms. Simon responded the schools would utilize COGNOS and Data-Trax to determine the number of students in the program. She remarked the 7th grade reading program is based on Voluntary State Curriculum and MSA requirements and that an intervention program currently being piloted in one middle school and one high school will help accelerate students. Ms. Simon noted that professional development of teachers for the program including the intervention piece would be from June 21-24, 2004.

Mrs. Ettinger inquired about a continued approach for students requiring assistance in grade 9 and beyond. Ms. Zamerelli-Clifford responded that pilot programs are being reviewed for next year in which students would receive assistance beyond the 8th grade.

With regards to funding and staffing, Ms. Simon stated that data is currently being collected along with the number of students and reallocation of teachers for grades 7 and 8. Mrs. Ettinger asked whether elementary schools would receive feedback from the program. Ms. Zamerelli-Clifford stated an elementary intervention committee is currently looking at correlating a program that would match the BCPS program.

REPORTS (cont)

Mr. Grzynski inquired about periodic evaluations. Ms. Zamerelli-Clifford responded there would be student performance evaluations utilizing MSA tests and unit tests that are designed within the program. Ms. Simon reviewed with Board members the criteria for each student.

Mr. Arnold asked if this program would differ for the special needs children. Ms. Zamerelli-Clifford stated we would continue to instruct students with IEP's as written in the goals and use the various learning styles recommended.

With regard to resources, Ms. Jung asked if there were a sufficient number of qualified teachers to cover the needs of the program. Ms. Simon stated there are reading teachers available in every middle school. Dr. Grant added that every middle school is allocated a reading specialist or reading teacher. An extensive professional development program is in place for training reading teachers and specialists beginning this summer.

Ms. Shillman asked if a child has to go into 7th or 8th grade reading before taking a foreign language. Dr. Grant stated that should a student exit the reading program in the 6th grade, they would take a foreign languages or other related courses.

Dr. Hayman shared his concern with regards to professional development for teachers, staff support, and budget implications. He noted all teachers should be teachers of reading. He hopes there is a coordinated effort involving teachers, administrators, and parents to participate in the process. Dr. Hayman requested this item be added to the Curriculum Committee agenda for follow up.

With regards to scheduling issues, Dr. Grant noted that the Middle School Task Force report, which will be presented to the Board at the next meeting, would cover this topic.

Dr. Hayman commended Dr. Grant, Ms. Simon, and Ms. Zamerelli-Clifford for their presentations to the curriculum committee, which have been most informative.

Mr. Kennedy asked what percentages of students are taking reading in the 7th grade. Ms. Zamerelli-Clifford responded the information is not available at this time.

Mrs. Ettinger inquired about what reporting mechanism would be provided to the Board such as student participation, handling of staffing, and possible adjustments at the elementary level. Dr. Grant stated that as data is collected, a report would be brought back to the Board. She noted that some of the information would be available in the Annual Results Report.

REPORTS (cont)

Ms. Jung asked whether these programs would be used extensively in summer schools. Ms. Zamerelli-Clifford stated these programs would be used throughout the school year. Ms. Simon remarked there are reading programs in place for summer school.

PERSONNEL MATTERS

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

CONTRACT AWARDS

On motion of Mr. Kennedy, seconded by Mr. Arnold, the Board approved items 1 - 4 (Exhibit H). Mr. Hayden abstained from voting on item #1.

1. Contracted Services: HVAC Repair Services
2. Contracted Services: On-Call Microbial Remediation and Restoration Services
3. Food Service: Equipment
4. Microsoft License Agreement

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-11 (Exhibits I through S). The Board approved these recommendations. Mr. Arnold abstained from voting on items 1 through 11.

1. Award of Contract for Construction Management Services for Windsor Mill Middle School
2. Award of Contract – Science Room Renovations at Chesapeake High School
3. Award of Contract – Science Room Renovations at Eastern Technical High School
4. Award of Contract – ADA Renovations at Carroll Manor Elementary and Fifth District Elementary Schools
5. Award of Contract – Electrical Package at Woodholme Elementary School
6. Request to Negotiate – Construction Management Services at Windsor Mill Middle School

BUILDING COMMITTEE (cont)

7. Change Order – Systemic Renovation Project at Dundalk Middle School
8. Change Order – Systemic Renovation Project at Franklin Middle School
9. Change Order – Systemic Renovation Project at Parkville Middle School
10. Change Order – Construction Manager at Risk for Systemic Renovations for Maiden Choice School
11. Change Order – Design and Construction Administration Services for Reroofing Project at Perry Hall High School
12. Change Order – Design and Construction Administration Services at Windsor Mill Middle School

LEASE OF OFFICE SPACE

Ms. Rita Fromm, Executive Director of Planning and Operations, briefly described the lease agreement to relocate the Office of World Language from Milford Mill High School to Commercentre East Building, 1777 Reisterstown Road.

With regards to square footage, Ms. Fromm stated the cost would be \$18.00 per square foot.

Mr. Grzynski asked if consideration was given to other vacant areas owned by the school system. Ms. Fromm responded that office space location was based on where the majority of the clientele is located.

With regards to Ms. Jung's questions, Ms. Fromm stated because of capacity issues at Milford Mill Academy, BCPS could not justify continuing to utilize that space for offices. Ms. Fromm noted we currently rent offices at Pulaski Park and Timonium.

Ms. Shillman asked if we had previous dealings with the landlord with Ms. Fromm responding no.

Mr. Sasiadek asked what the moving date is, to which Ms. Fromm stated April 1 or as soon as the improvements in the space are completed.

On motion of Mr. Hayden, seconded by Mr. Walker, the Board approved the relocation and lease of space for the Office of World Languages (Exhibit T).

RESOLUTION FOR MAGNET SCHOOLS

Ms. Phyllis Bailey, Executive Director of Special Programs, presented the Resolution for Magnet Schools. She noted that in October 2003, the Board approved the contract for a consultant to assist BCPS in generating the application for the federal funding. Ms. Bailey stated the next phase in the process for applying for this grant.

Mr. Hayden asked if the principals could tell the Board what action has taken place in their local communities to ensure the magnet programs would be accepted.

- Ms. Maria Lowry, Principal, Deep Creek Middle School - One parent stated it is a necessity and beneficial for the community to have Deep Creek Middle and Chesapeake High Schools as magnet schools. Ms. Cheryl January, PTA president for Deep Creek Middle School, remarked that studies were distributed and feedback received from the communities who were thrilled about this opportunity.
- Mr. David Lloyd, Principal, Chesapeake High School stated that 8th grade students from Deep Creek Middle were polled to see what they are looking for at Chesapeake High. In addition, both middle schools polled 5th grade students from their feeder schools to evaluate what types of programs students are looking for. Mr. Lloyd noted that staff at all four schools were polled to find out what they would be involved in, as well as PTA's and communities.
- Mr. Thomas Dehart, Principal, Lansdowne High School stated that community associations as well as the PTSA and SGA have been involved in the process. He has not heard a single negative comment within the different organizations.
- Mr. Kiki M. Geis, Principal, Lansdowne Middle School remarked that a survey of teachers in the middle school showed their excitement about the possibility of becoming a magnet school.

Mr. Hayden motioned to approve the resolution. Mr. Walker seconded the motion.

In connection with the motion, Ms. Jung asked Mr. Hayden if he would consider giving the Board President and staff the option of rearranging the wording so long as they keep the basic concept. Mr. Hayden responded that reorganization of the paragraphs would be appropriate; however, we would not be approving a resolution tonight if staff would change it.

Mrs. Ettinger commented a lot of work has gone into this in a short amount of time. She commented this is a significant decision and does not feel prepared to make a decision. There are broader questions and implications for the school system in terms of impact that needs to be answered. Mrs. Ettinger abstained from voting on the resolution.

The Board approved the resolution for magnet schools. Mrs. Ettinger abstained from voting.

SCHOOL LEGISLATION

On motion of Mrs. Ettinger, seconded by Mr. Arnold, the Board voted to support HB 345 (SB 245) Bridge to Excellence in Public Schools Act – Trigger Provision – Repeal.

On motion of Mr. Hayden, seconded by Mrs. Ettinger, the Board voted to oppose HB 1409 Baltimore County – Comprehensive Master Plan – Class Size Reduction.

On motion of Mrs. Ettinger, seconded by Mr. Walker, the Board voted to support HB 1060 (SB 747) Teachers' and Local Employees' Retirement Enhancement Act of 2004. Mr. Kennedy abstained from voting on this item.

With regards to HB 1230, Mr. Hayden noted that \$250 million does not cover the full \$3.8 billion as is the apparent current requirement. He stated the actual cost could increase with inflation. On motion of Mrs. Ettinger, seconded by Mr. Kennedy, the Board voted to support HB 1230 (SB 787) Public School Facilities Act of 2004. Mr. Arnold abstained from voting on this item.

INFORMATION

The Board received the following as information:

- A. Revised Rule 5140 – Students: Enrollment and Attendance
- B. Revised Rule 2372 – Conduct: Tobacco
- C. Annual 10-Year Enrollment Projections
- D. BCPS Choice Plan

ANNOUNCEMENTS

Mr. Sasiadek made the following announcements:

- The Southeast Area Educational Advisory Council will meet on Tuesday, March 16, 2004 in the library at Norwood Elementary School. The meeting will begin at 7:30 p.m.
- The Southwest Area Educational Advisory Council will meet on Wednesday, March 10, 2004 at Hebbville Elementary School beginning at 7:00 p.m.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, March 23, 2004, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions. The Board will host the Minority Achievement Advisory Group Officers for dinner on March 23 from 6:00 – 7:30 p.m.

Mr. Sasiadek reminded speakers to refrain from discussing any matters that might come before the board in the form of an appeal, as well as any personnel matters.

STAKEHOLDER GROUPS

Ms. Jasmine Shriver, speaking on behalf of Ms. Maggie Kennedy, Baltimore County Education Council, openly invites all stakeholder groups to be part of the BCEC as equal partners in the system. She announced that BCEC would meet with County Executive Jim Smith on March 17 and with Baltimore County delegation in Annapolis on March 29. BCEC believes the school system has prepared an accountable budget that reflects local, state and federal regulations and has taken steps to provide a high quality education for all students.

Mr. Arnold Vaster, Baltimore County Student Council Correspondence Secretary, stated the council meet with Baltimore County legislators on February 23rd. BCSC also meet with two former executive board members who now work in Annapolis as legislative directors. He announced their general assembly meeting scheduled for Thursday, March 11, 2004.

Ms. Jasmine Shriver, speaking on behalf of Ms. Kelli Nelson, Advisory Committee for Special Education Chairperson, reported that Dr. Barber attended the meeting last evening and provided an update regarding the special education audit. She stated a final report from Dr. Barber should be available in June.

Ms. Vicki Schultz-Unger, Coordinator of the Area Educational Advisory Councils, thanked the Board for the dinner this evening. She believes it is pivotal to have communication between the Board and the area advisory councils. Ms. Schultz-Unger congratulated Dr. Hairston on his reappointment. Council members are looking forward to the Board's approval of the operating procedures in the near future. She applauded the Board for passing the proposed operating budget for taking the bold step to include salary increases.

Mr. Michael Moore, Chairperson of the Central Area Educational Advisory Council, reported on the last council meeting. He was pleased to see the excellent turn out and efficacy at the meeting. He noted an issue regarding alignment with the Voluntary State Curriculum.

Mr. Stephen Crum, a representative from the Southeast Area Educational Advisory Council, was glad to see the additional attention to reading. He agrees with Dr. Hayman and the importance of reading. With regards to the resolution presented tonight, he noted the school system should be addressing magnet schools independent of federal funding. Mr. Crum stated the student projection for the Southeast Area is projected to decline, but there are still other schools that will have an increase in population. He announced the next Southeast Area Education Advisory Council meeting on March 16, 2004 at Norwood Elementary School.

Ms. Lisa Orens, Chairperson of the Southwest Area Educational Advisory Council, thanked the Board for dinner and the meeting this evening. She announced the meeting on March 10th at Hebbville Elementary School with County Council Chairman Samuel Moxley and Kenneth Oliver. She met with the community regarding the proposal to build an arboretum at Catonsville High School. Ms. Orens reported on the meeting at Winfield Elementary School on February 18th with Ms. Jeanne Paytner regarding the magnet school programs.

STAKEHOLDER GROUPS (cont)

Ms. Meg O'Hare, Chairperson of the Northeast Area Educational Advisory Council, reported on the meeting held March 3rd at Overlea High school with the topic being high school assessment using Data-Trax. She remarked that the reading screening process presented this evening was excellent. Ms. O'Hare thanked the Board for approving the new advisory council member.

Mr. Don Schlam, Program Evaluator for the Local Management Board for Baltimore County, spoke about the afternoon middle school learning program. This program is for expelled middle school students, which operates at the latter half of the year when the alternative middle schools are full. Last year over 60% of the children in this program improved one letter grade in math, 50% improved overall in social studies, and 80% improved in their reading skills in the short time they were in the program. Mr. Schlam stated that LMP supports this program annually with \$30,000, which is used for school resource teachers and counseling services. He thanked the Board for their past support and asked the Board consider increasing the resources in this area.

Ms. Jan Thomas, a representative of the PTA Council, thanked Dr. Hairston for attending the PTA Councils executive board meeting last evening. She also announced PTA Councils meeting with County Executive Jim Smith has been rescheduled for March 29th.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, updated the Board on their efforts toward full funding of Thornton and county approval of BCPS's proposed FY2005 operating budget. She was pleased to see that the trigger provision for Thornton remains unsigned by the Governor. On March 1st six teachers from Towson High School, lead by Pete Skeels, addressed the county council urging full funding of BCPS proposed FY2005 operating budget. In addition to funding, Ms. Bost thanked Mr. Sasiadek for his recent testimony in support of HB 1060 and SB 747 dealing with the Retirement Enhancement Act of 2004. She commended the secondary curriculum office for addressing secondary reading and for including multiple assessments for the screening of students.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 2372

There were no speakers signed up to comment on proposed changes to Policy 2372 – Conduct: Tobacco.

PUBLIC COMMENT

Dr. Ashruf, President of the Islamic Society of Baltimore, wanted to thank the school system for educating his children. Dr. Ashruf provided some statistics:

- 1.2 billion Muslims in the world
- Six million Muslims live in the United States
- 80% of all Muslims live in ten states with Maryland being one of those states (200,000 strong)
- 75% of all Muslims in Maryland live in three counties: Montgomery, Howard and Baltimore County.
- Approximately 20,000 Muslims live in Baltimore County

Dr. Ashruf stated Muslims are not a burden to society but an asset. He remarked the Muslim communities would make sure that the right to practice religion is protected. He is requesting BCPS include two Muslim holidays in the school calendar.

Dr. Saba Siddiqui read from the Koran and stated the beliefs of the Muslim holiday. She asked the Board to look beyond numbers and days and review fairness by looking at religious tolerance and culture. Dr. Siddiqui's daughter stated that as Muslim population increases, adding these two Muslim days on the calendar has become a pertinent issue. She noted it is crucial that we promote the interest of a diverse student body and that tolerance and support of one another are essential for a prosperous future.

Mrs. Hazar Mzayek stated she has a difficult time deciding whether to send her children to school during the Muslim holiday. Missing school would affect her children's educational progress. She presents her request for the Board to consider giving children two days off for the Muslim holidays.

Mr. Ahmed Naji spoke to his son's third grade class discussing the holy month of Ramadan. He is asking the Board to consider the two Muslim holidays.

Mr. Magid and Mrs. Noel Mirza stated they have three boys attending Baltimore County Public Schools. They request that the Muslim holiday be placed on the school calendar. It would allow children to celebrate their beliefs with their families and open the door for others to learn about the Muslim faith.

Mrs. Nasrin Abdul Rahman remarked there is a hole in that her children do not get the two Muslim holidays off from school. She read a note from her son asking to add the two Muslim holidays to the school calendar.

Ms. Serrill Headley requests the two Muslim holidays be added to the school calendar for her grandchildren and other Muslim children. This would help their self-esteem and comfort level. She also noted it would be a wonderful educational culture for other children to learn.

PUBLIC COMMENT (cont)

Dr. Mahmood stated a quote from the Pledge of Allegiance “liberty and justice for all.” He requests that the Board provide an equal opportunity for Muslim children and add two Muslim holidays to the calendar. Miss Sara Mahmood asked that no Muslim children be left behind in celebration of their holidays.

Miss Sony Siddiqui, a student at Parkville High School, requests the two Muslim holidays be added to the school calendar. Because of her workload, she personally has trouble making up work when missing school for these two holidays.

ADJOURNMENT

At 10:05 p.m., Mr. Kennedy moved to adjourn the open session. The motion was seconded by Mr. Walker and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

bls

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004

TO: **BOARD OF EDUCATION**

FROM: James R. Sasiadek, President
Joe A. Hairston, Secretary-Treasurer

SUBJECT: **PROPOSED SCHEDULE OF BOARD MEETINGS, 2004-2005**

ORIGINATOR: Brenda Stiffler, Administrative Assistant to the Board of Education

**RESOURCE
PERSON(S):** Brenda Stiffler, Administrative Assistant to the Board of Education

RECOMMENDATION

That the Board of Education approves the proposed Schedule of Board Meetings for 2004-2005

* * * * *

Appendix I – Proposed Schedule of Board Meetings

Board of Education of Baltimore County

6901 Charles Street

James R. Sasiadek, President

Towson, MD 21204

April 20, 2004

TO: Members of the Board of Education

FROM: James R. Sasiadek, President
Joe A. Hairston, Secretary-Treasurer

RE: Proposed Schedule of Board Meetings, 2004-2005

We are proposing the following dates for the Board of Education meetings for 2004-2005.

Please note a deviation from the normal scheduling of Board meetings on the 2nd and 4th Tuesdays during the months of October, and December. During these two months, meetings have been scheduled on the 1st and 3rd Tuesdays to avoid having only one meeting in December.

This item will be placed on the April 20, 2004 agenda for action.

July 13	Approved April 2003
August 10	Approved April 2003
September 14 and 28	September 6 – Labor Day September 16 – Rosh Hashanah September 30 – MABE Conference
October 5 and 19	October 1 & 2 – MABE Conference October 10-13 – NFUSSD Conference
November 9 and 23	November 2 – General Election November 25 & 26 – Thanksgiving Holiday
December 7 and 21	December 24-31 – Winter Break
January 11 and 25	January 17 – Martin Luther King, Jr. Birthday Observance January 30 – NSBA FRN Conference

Members of the Board of Education – Page 2

February 8 and 22	February 21 – President’s Day
March 8 and 22	March 24-31 – Spring Break
April 12 and 26	April 16-19 – NSBA Conference
May 10 and 24	May 2 or 9 – Awards for Excellence Dinner May 3 – TABCO Dinner May 4 – Career & Tech Education Recog. Dinner
June 14	June 1-5 – Commencement Exercises June 24-26 – CUBE Seminar
July 12	July 4 – Schools/Offices closed in observance of Independence Day
August 9	

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston

SUBJECT: **PROPOSED 2004-2005 STAFFING PLAN**

ORIGINATOR: Ronald Boone, Executive Director, Federal and State Programs

RESOURCE PERSON(S): Judith Glass, Director of Special Education
Barbara Cheswick, Coordinator of Program Placement

RECOMMENDATION

That the Board of Education review and approve the proposed 2004-2005 Staffing Plan.

COMAR13A.05.02.14 requires local education agencies to submit a staffing plan consistent with the Maryland State Department of Education's procedures. Required components of the plan include: evidence of maintenance of effort, evidence of public input, staffing patterns of service providers, number and type of providers needed, and a description of how the Staffing Plan assures available resources so that students are provided a free, appropriate, public education in the least restrictive environment and evidence of local school board approval. The approved plan must be submitted to MSDE by July 1, 2004.

A Staffing Plan Workgroup was organized in May 2003. The workgroup is composed of parent representatives, school-based administrators, professional development personnel and special education staff. The workgroup met in June, September, November, and December 2003, and February 2004. The focus of their meetings was review and revision to the current 2003-04 staffing plan. In October of 2003, public input sessions were held to gather further input on the plan. Information obtained from BCPS budget hearings, communication with special education staff, school administrators, and parents was considered in the rewriting and ongoing editing of the plan. In order to extend opportunities for input, three additional community meetings will be conducted on May 3, 2004.

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Federal and State Programs
Office of Special Education

Towson, MD 21204

ESS Building

410-887-3660

Special Education Staffing Plan (DRAFT 3/17/04)
2004-05

Assurance

This Staffing Plan is submitted consistent with the procedures provided by the Maryland State Department of Education for the purpose of ensuring that personnel and other resources are available to provide a free appropriate public education (FAPE) to each student with a disability in the least restrictive environment (LRE) as determined by an Individualized Education Program (IEP) team. In accordance with The Code of Maryland Regulations (COMAR) 13A.05.02.13D this Staffing Plan includes:

- Evidence of maintenance of effort within the meaning of 34 CFR 300.231 and COMAR 13A.02.05.
- Evidence of public input.
- Staffing patterns of service providers of special education and related services, including paraprofessionals (see attachment).
- The number and type of service providers needed to provide a free appropriate public education (FAPE) to each student with a disability in the least restrictive environment (LRE).
- How the staffing plan will be used to monitor the assignment of personnel to ensure personnel and other resources are available to provide FAPE to each student with a disability in the LRE.
- The number of special education teachers and paraprofessionals assigned to schools and the number of vacancies reported and how FAPE is provided when vacancies occur.

Vision and Mission Statement

Vision: Baltimore County Public Schools' graduates will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and multi-cultural society.

The Office of Special Education supports this vision by promoting collaborative education. This means that the community of families, educators, and support personnel will join together to ensure that students with disabilities achieve in the LRE to the maximum extent appropriate.

Mission: The mission of the Office of Special Education is to support the schools in providing a quality education for all eligible students based on the individual education program in accordance with State and Federal mandates. This support will facilitate the development of content knowledge skills, and attitudes within the schools to enable young children and students

(birth to 21 years of age) with disabilities to reach their maximum potential as responsible, productive citizens and lifelong learners.

Philosophy and Guiding Principles

In Baltimore County Public Schools (BCPS), services provided to students with disabilities align directly to the *Blueprint for Progress* by utilizing the Key Strategies to achieve the Performance Indicators for Student Progress. The *Master Plan* further defines how we will ensure that all students will graduate from high school. Key Strategies are to educate all students with disabilities in accordance with the objectives defined in the students' IEP so that they learn the body of knowledge presented in the general education environment to the maximum extent appropriate and to provide supports and services, modifications, and adaptations of curriculum, instructional methodology, and materials based on student needs.

Determination of Special Education Staffing

The major considerations in recommending a staffing plan are students' needs and teacher responsibilities and time required beyond direct services. When making staffing decisions and determining caseloads, the focus is directed towards the services and supports necessary to fully implement the students' IEP in the LRE. The following principles have guided the development of the Baltimore County Public Schools' staffing model:

- Caseload and staffing decisions are based on providing services and supports students need in order to be successful.
- Services and supports required by the students' IEPs are crucial factors in determining caseloads.
- Flexibility is important to address changes in the factors affecting caseload and staffing which may occur throughout the school year.
- It is necessary comply with federal and state law, regulation, and policies governing special education.
- Parental participation is crucial and valued.

BCPS provides a continuum of special education services ranging from consultative services to self-contained classes in separate schools. Special education staff reviewed the October 31, 2003, census data and applied staffing to determine the number and type of service providers needed to provide FAPE to each student with a disability in the LRE. The Office of Special Education works with the Office of Position Management in the staff allocation process.

Parental concerns regarding staffing are directed to the principal of the school. Principals may choose to consult with the Office of Special Education for assistance with the utilization of staff in order to implement a student's IEP. All requests for additional staffing are routed through the Executive Directors of Schools to the Office of Position Management for ultimate approval by the Deputy Superintendent of Curriculum and Instruction. Upon request, the Office of Special Education provides technical support. Additionally, the Office of Special Education monitors the assignment of special education staff on an ongoing basis by analyzing staff utilization charts, monthly enrollment figures in self-contained cluster programs, and data collected through school audits submitted by schools on an annual basis.

Staff members from the Office of Special Education conduct school visits and compliance reviews. During the course of the school year, the specialist for compliance, in collaboration with cluster leaders and resource teachers, conducts audit reviews in schools. Formal reports of findings are shared with Executive Directors of Schools, school-based administrators, and the Office of Special Education leadership staff. Each formal review includes a minimum of three visits. During compliance audits, staff observes the implementation of IEPs and review students' records utilizing records developed by MSDE. School administrators participate in a follow-up meeting where they receive feedback in the form of commendations and recommendations for improvement. Consistent with recommendations for improvement, the specialist for compliance provides staff development and follow-up to assure that recommendations are implemented.

The Office of Special Education works collaboratively with the department of Human Resources to fill vacancies as they arise. The majority of vacancies occur because of resignations or retirements, with others being caused by promotions and approved extended leaves. Principals contact the personnel officer in the Department of Human Resources who is responsible for hiring special education teachers whenever they learn of a vacancy in their building. The personnel officer, upon learning of a vacancy, provides the principal with names of qualified candidates to interview. This school year has had a smaller number of vacancies occur and we have been able to proceed through most of the year with minimal or no vacancies.

The Office of Special Education remains committed to providing a continuum of special education services within each school. Our goal is to serve most students with IEPs in their home school. At the same time, we must continue to focus on providing services to students with IEPs in the least restrictive environment. It is our goal to have 80% of students with IEPs instructed in general education classes at least 60% of the school day (LRE A+B). During the 2003-04 school year, the Office of Special Education has developed an LRE Improvement Plan under the direction of MSDE. One component of the improvement process was to provide professional development to school-based administrators in analyzing their LRE data and developing action plans to serve more students in the general education classroom. In addition, eleven schools are participating in an Inclusion Project that is designed to improve inclusive practices in their schools through training in collaborative planning and co-teaching models.

A goal of the Office of Special Education is to provide a continuum of services at each home school in an effort to reduce the number of cluster programs. This goal has been outlined in a five-year plan. The five-year plan also emphasizes inclusive opportunities for students in kindergarten, resource rooms at the elementary level, and behavioral services for students with emotional disturbances and other significant behavioral concerns at the secondary level.

Data Communication Timeline

Staffing in BCPS is based upon census numbers gathered every year on October 31st and thereafter verified by MSDE. Data is collected from schools based on IEPs and the information collected during the annual budgetary planning process. Data collection, maintenance, and retention procedures to assure schools are providing accurate information are as follows:

- **September** **Current Verification List sent to all schools with explanation and directions. Current listing of IEPs in need of review prior to October 31 census sent to all schools with explanation and directions.**
- **October** **Current Listing (2nd request) of IEPs in need of review prior to October 31 census sent to all schools with explanation and directions. Notification sent to special education cluster leaders listing schools with IEPs needing updating by October 3**
- **January** **Current Verification List sent to all schools with explanation and directions. Current listing sent to all schools of IEP 3-year re-evaluation dates in chronological order.**
- **February** **Projected lists of students' transitioning to next level (elementary to middle and middle to high) sent to all schools with explanation and directions.**
- **April** **Reminder to send IEP data sheets to end of school year.
*Additional reports sent as requested by schools.**

In addition, the BCPS Department of Human Resources provides data and monitors the certification status of teachers and vacancies by school for special education positions. Human Resources arranges recruiting trips, job fairs, and partnerships with local colleges and universities in an attempt to fill all vacancies in a timely manner with the most qualified candidates. Provisionally certified teachers receive professional development, tuition reimbursement, and information on certification opportunities, such as cohorts conducted by colleges and universities. The Department of Human Resources also monitors provisional teachers' compliance with certification requirements.

Staffing Plan Process –Timeline

July 1 – October, 2003	Staffing Plan workgroup reviews current plan <ul style="list-style-type: none"> • June 30, 2003, work session • Sept. 4, 2003, work session • October 27, 2003, Public Input Sessions (3 sites)
November 1 – December 12, 2003	Staffing Plan workgroup focuses on preparing draft of 04-05 Plan <ul style="list-style-type: none"> • November 6, 2003, work session • December 4, 2003, work session
December 19, 2003	Proposed 04-05 Staffing Plan submitted to the Superintendent
February 26, 2004	Workgroup reviews and revises proposed 04-05 Staffing Plan
March, 2004	Proposed 04-05 Staffing Plan submitted to the Board of Education as an information item
May 3, 2004	Public input sessions held for the proposed 04-05 Staffing Plan
April 1 – April 15, 2004	Staffing Plan is adjusted, if necessary, in response to County Executive and County Council budget determinations and May public input sessions.
April 20 – June 1, 2004	Board of Education provides three readings for approval of the 04-05 Staffing Plan at its April (1) and May (2) meetings. (Includes public comment opportunity.)
June 15, 2004	Due date for the submission of the Special Education Staffing Plan to Maryland State Department of Education is July 1, 2004. BCPS will submit the Staffing Plan prior to the due date.

Assessment of 2003-04 Plan and Public Input

A Staffing Plan workgroup was established to evaluate the 03-04 plan and to draft the 04-05 Staffing Plan. Representatives serving on this workgroup included parents, school principals, related services personnel, Department of Professional Development staff, and representatives from the Office of Special Education. The workgroup recommended that the 04-05 plan include the following: reflection of a transition to a service model as opposed to a program model, uniform, clear and consistent language to describe services, and reduction of the number of attachments. Two public input meetings were also held in October of 2003 and May of 2004 in order to gather additional input/comments. The Office of Special Education used a variety of ways to publicize the public input meetings in order to solicit a representative sample of stakeholders. Representatives from the Board of Education, Area Office administrators, curriculum office personnel, Special Education Citizens' Advisory Committee members, Office of Special Education personnel, and parents attended. From the information received during public input sessions, email, telephone, and US mail, it appears that constituents are supportive of the current plan. A similar process for the evaluation of the plan for next year is expected.

Maintenance of Effort

The approved Board of Education budget for FY05 identifies funds allocated to the special education program that exceeds the amount of funds allocated to the program in FY04. The federal pass-through application for FY05 will continue to fund special education positions and related services to be funded with federal funds. The application will also detail staff funded through local funds. The Board of Education approved budget for FY05 provides for an increase in local staffing for special education.

Fiscal Year	General Fund Budget for Special Education ¹	Special Education Special Revenue ²	Total	% Change	General Fund Operating Budget for BCPS ¹	Total Special Revenue ²	Total	% Change
1998	\$ 72,896,611	\$ 10,401,089	\$ 83,297,700		\$ 633,400,343	\$ 44,361,264	\$ 677,761,607	
1999	\$ 73,750,153	\$ 13,409,698	\$ 87,159,851	4.64%	\$ 652,497,806	\$ 57,025,942	\$ 709,523,748	4.69%
2000	\$ 79,660,783	\$ 14,917,733	\$ 94,578,516	8.51%	\$ 682,588,408	\$ 55,759,912	\$ 738,348,320	4.06%
2001	\$ 87,975,847	\$ 19,897,299	\$ 107,873,146	14.06%	\$ 756,471,528	\$ 73,336,327	\$ 829,807,855	12.39%
2002	\$ 95,926,970	\$ 19,611,697	\$ 115,538,667	7.11%	\$ 791,410,448	\$ 77,559,014	\$ 868,969,462	4.72%
2003	\$ 97,057,516	\$ 26,958,755	\$ 124,016,271	7.34%	\$ 808,290,758	\$ 97,490,642	\$ 905,781,400	4.24%
2004	\$ 108,030,169	\$ 27,747,041	\$ 135,777,210	9.48%	\$ 872,988,129	\$ 71,031,343	\$ 944,019,472	4.22%
2005 ³	\$ 115,405,740	\$ 32,552,999	\$ 147,958,739	8.97%	\$ 923,380,732	\$ 74,893,927	\$ 998,274,659	5.75%
Total	\$ 730,703,789	\$ 165,496,311	\$ 896,200,100		\$ 6,121,028,152	\$ 551,458,371	\$ 6,672,486,523	

Sources
of data

¹ Adjusted Budget for FY2004

² Special Revenue includes Infants & Toddlers, Special Ed, & 3rd Party Billing from Budget books

³ Superintendent's
Request

Special Education Services

BCPS provides a variety of services for students with disabilities. In the past, special education staffing has been determined by set ratios applied to student counts within specific program titles. In the future, the Special Education Staffing Plan language will reflect that special education is a service to students, not a place or program. The language changes in this year's plan reflect the beginning of that transition. Below is a description of each service available within the school system. Decisions for how students are to receive the services are made by an IEP team and are made based on the services needed to implement the students' IEPs in the LRE.

Services for Infants and Toddlers

The Baltimore County Infants and Toddlers Program, an interagency program among BCPS, Baltimore County Office of Health and Baltimore County Office of Social Services, provides services to children birth through 36-months of age. The students have, or may have, developmental disabilities, delays, or special health needs. Staff from Baltimore County Infants and Toddlers meet with and assess every child referred to the program. For each eligible child, an Individualized Family Service Plan (IFSP) is developed to define the services to be provided to meet the needs of the child and the family. Services are provided in "natural environments," such as, the home or a childcare setting. Many children receive multiple services including special instruction, related therapies, and health services. A dedicated service coordinator is responsible for supporting the family and ensuring that services are provided as they are defined on the IFSP. The model addresses the provision of a 12-month service plan for every child, family support, services in the natural environment, and a 45-day compliance timeline.

Services for Preschool (Ages 3, 4) and Kindergarten Students

The Preschool/Kindergarten Program provides a continuum of services for students three through five years of age with disabilities and/or developmental delays. Delivery models include inclusion in general education preschool/kindergarten classes and self-contained classes.

Services For Diploma Bound Students (Grades 1-12)

Inclusion

Inclusion services are designed to provide support and related services to students with disabilities who are educated in the general education classroom for part or all of the day. In most cases, these students attend their home schools. Generally, included students are instructed by general education teachers, special education teachers, and/or instructional assistants working collaboratively within the general education classroom.

Staffing Guidelines: 12.1:1:0.5

Resource Room

Resource room services are designed to provide support and related services to students with disabilities who are educated in the general education classroom for part or all of the day. In most cases, these students attend their home schools. Students who receive resource room services are served through a combination of inclusion and pullout services. They may be served in the general education classroom and in small group instruction for intervention/acceleration and skill development, as needed.

Staffing Guidelines: 12.1:1:0.5

Self-Contained Services

These services are provided for students who have a wide variety of disabilities. Self-contained services vary depending upon the needs documented in a student's IEP. The services provided could include behavioral supports and modified instruction. Students in diploma bound self-contained classes are educated in comprehensive schools, or public, separate day schools. Staffing for these services varies dependant upon the supports required to provide the services. The following guidelines are used:

Self-Contained Academic Staffing Guidelines: 13:1:1

Self-Contained Behavioral Staffing Guidelines: 9:1:1

Self-Contained Hard of Hearing Staffing Guidelines: 9:1:1

Public, Separate Day School Staffing Guidelines (White Oak): 7.5:1:1

Services for Non-Diploma Bound Students (Grade 1 – Age 21)

Inclusion

Inclusion services are designed to provide support and related services to students with disabilities who are educated in the general education classroom for part or all of the day. In many cases, these students attend their home schools. Generally, included students are instructed by general education teachers, special education teachers and/or instructional assistants working collaboratively within the general education classroom.

Staffing Guidelines: 12.1:1:0.5

Resource Room

Resource room services are designed to provide support and related services to students with disabilities who are educated in the general education classroom for part or all of the day. In many cases, these students attend their home schools. Students who receive resource room services are served through a combination of inclusion and pullout services. They may be served in the general education classroom and in small group instruction for intervention and skill development, as needed. Students will often work on appropriate levels of the voluntary state and life skills curriculum that parallel what the general education students in the class are learning. They are assessed using the Alternative MSA.

Staffing Guidelines: 12.1:1:0.5

Self-Contained Services

These services are provided for students who have a wide variety of disabilities. Self-contained services vary dependent upon the needs documented in a student's IEP. The services provided could include behavioral supports, modified instruction, instruction in life skills and functional academics. Students in non-diploma bound, self-contained classes are educated in comprehensive schools, public, separate day schools or on college campuses. Staffing for these services varies dependent upon the supports required to provide the services. The following guidelines are used:

Self-Contained Life Skills Staffing Guidelines: 10:1:1

Self-Contained Autism Guidelines: 9:1:1

Public, Separate Day Schools (Battle Monument, Maiden Choice, Ridge Ruxton, White Oak)
Staffing Guidelines: 7.5:1:1

Below is an explanation of how additional supports are provided within the school system. Decisions on whether students need additional support services are made by IEP teams based on the services needed to implement IEPs in the LRE.

Crisis Intervention

Crisis intervention staffing is allocated for each of the schools providing self-contained programs for students with emotional disturbance and related disorders. The baseline staffing is 1.0 teacher for crisis intervention for each of these schools.

Public, Separate Day Schools-Special Area Staffing and Nurses

Special education positions are utilized to fund art, music, physical education, library and school counseling.

Recommendations for school nurses in public, separate day schools are based upon a staffing formula. As with all Baltimore County Public Schools, each public, separate day school receives a base allocation of one nurse. Additional nurses may be provided based upon:

- The percentage of students requiring nursing interventions during community instruction
- Supplemental nursing indicators – number of procedures/medications that can only be performed by a nurse

Instructional Assistants

Instructional assistants are assigned giving consideration to the unique needs of students in special education programs. At a minimum, an instructional assistant is assigned for each special education classroom teacher in the public, separate day schools and to each self-contained classroom in a neighborhood school. A .5 instructional assistant is assigned to every 1.0 inclusion teacher in a neighborhood school. Special education staff ensures that instructional assistant positions are assigned to schools based on enrollment.

Special Education Related Services

Staffing allocation recommendations are made by the Related Services Team Leaders in collaboration with the Coordinator of Related Services, Coordinator of Student and Program Placement, Position Management and school administrators. Every effort is made to ensure consistency and equity of allocations to schools with similar profiles across the county. The Director of Special Education and the Executive Director of

Federal and State Programs review recommendations with final approval at the Superintendent's staff level.

The following workload /caseload factors are considered when determining appropriate allocation of Related Services personnel:

- *The intensity of service and classroom modifications required by individual IEPs and 504 plans.*
- Specific needs of the school and community including the impact of special education programs and inclusive services.
- The impact of preschool and non-public enrollment for speech language services.
- Participation in Teacher Student Support Team, TSST, Instructional Support Team, IST, Student Support Team, SST, and Individualized Educational Program Team, IEP team.
- Assessment needs of the school, including report writing and developing collaborative IEPs.
- The number of schools that are serviced by an individual therapist or itinerant teacher; travel time.
- Ongoing maintenance of equipment.
- The amount of time a student is involved in BCPS sponsored after-school activities (for interpreters).
- The number of parents / guardians who are Deaf / Hard of Hearing and request an interpreter for equal access under ADA.

Adapted Physical Education

Adapted Physical Education (APE) is a comprehensive program of assessment; developmental activities, physical fitness, games, sports and rhythmical movements individualized for the interests, abilities and limitations of students with disabilities who may not safely or successfully participate in the activities of the general physical education program without adaptations. Advocacy for students with disabilities, including disability awareness, is also part of the program. APE provides positive movement experiences and opportunities for individuals with disabilities to acquire and enhance motor/fitness, cognitive, and affective behaviors. The APE consultation program assists physical education teachers in assessing, planning, implementing, and evaluating quality physical education instructional programs.

The APE consultation team serves all schools on an as needed basis and spends additional time providing inservice training to teachers and educational workshops to parents.

Assistive Technology

Assistive technology is available for students identified through the IEP team process as requiring additional support for accessing their educational program. The Assistive Technology Program is a countywide interdisciplinary team comprised of a special educator, an occupational therapist and speech language pathologists. The Assistive Technology staff complete the evaluation of specific technology needs and provides training to students, staff and parents.

Audiology

Audiologists in BCPS provide services in the clinical and educational setting. BCPS' audiologists complete hearing screenings and assessments. Audiologists also recommend,

distribute, and monitor Assistive Technology such as, FM systems and sound field systems for the classrooms. As a member of the IEP team, an audiologist may also recommend acoustical modifications and accommodations within the classroom. Support services are provided to staff and parents, regarding hearing loss, the hearing status, and equipment. Most Infants and Toddlers Audiology services are provided by the Department of Health.

Interpreters

Sign language interpreters are employed for students who are deaf and hard of hearing. Also, oral interpreters or cued speech transliterators are used if recommended by the IEP team. Interpreters also provide services to students for after-school activities (e.g., school-sponsored sport teams, school clubs, school concerts, etc.) and to parents and teachers who are deaf and hard of hearing at education-related activities and events.

Occupational Therapy

Occupational therapy practitioners address neurophysiological, sensori-neuromotor, and developmental delays, which are negatively impacting a student's ability to acquire skills and to benefit from their educational program. As part of the school team, occupational therapists assess students, determine the need for any services, accommodations, and/or adapted equipment, and participate in the development of the IEP. Occupational therapists also participate in the determination of technology-related needs, consult with school personnel, families, and other service providers, and participate in transition planning for middle and high school students.

Physical Therapy

The purpose of the physical therapy program is to enable students with disabilities to achieve functional independence in the school environment. Physical therapists provide direct and indirect services to students as recommended by the IEP Team in order to implement the student's educational program. Services may include recommending strategies, modifications, and adaptive aids in order to improve school performance and to include disabled students in school activities. Physical therapists also develop activities to improve large muscle control and balance to promote sensori-motor development (body awareness, postural control), and /or to promote independence in functional skills.

Speech Language Services

The purpose of the speech and language program in BCPS is to provide service to students who have significant communication problems that affect their ability to access the curriculum. The program promotes success in the classroom, early literacy, social interaction and learning. Speech language pathologists [SLPs] are assigned to all schools in the county based on individual school need. Speech language pathologists use a continuum of service delivery models including consultation, individual, small group and classroom collaboration as determined by the students' IEPs.

**PROPOSED BCPS FY 05 SPECIAL
EDUCATION STAFFING (FTE)**

<i>Federal and State Programs 3/25/04</i>	Projected Student Count	FY05 Teaching Positions		FY05 I.A. Positions		FY05 Ratios **	
		General Fund	Special Fund	General Fund	Special Fund	Teacher	I.A.
Disability							
Autism	526.0	58.4	-	58.4	-	9:1	9:1
Outreach *	36.0	4.0	-	8.0	-	9:1	4.5:1
Emotionally Disturbed *	1162.0	129.1	11.0	115.7	13.4	8.29	9:1
Special Schools	316.0	42.1	3.4	-	56.0	6.9:1	5.6:1
Functional/ Adapted	2,820.0	216.9	-	213.1	3.8	13:1	13:1
Lifeskills	528.0	52.8	-	52.8	-	10:1	10:1
Preschool*	458.0	42.1	1.4	38.5	-	10.5:1	11.9:1
White Oak	165.0	22.0	1.5	4.4	27.6	7:1	5.2:1
Inclusion	4,582.0	305.5	69.6	82.1	118.8	12.4:1	23.2:1
Alternative Schools		6.0	-	6.0	-		
Crisis Intervention		29.0	6.5	1.0	-		
Special Area/ Special Schools		33.6	8.4	-	-		
All Day Kindergarten Expansion		15.0		4.5			
Growth Factor		5.0					
Subtotal	10,593.0	961.5	101.8	584.5	219.6		
Adapted PE		3.6	-	-	-		
Infants & Toddlers*	825.0	20.0	9.5	5.0	5.7		
Transition		10.0	1.0	-	-		
Autism Support		1.0	2.0	-	-		
Northwest/Southwest Regional Team		3.0					
School Support Resource Teachers		3.0					
Total		1002.1	114.3	589.5	225.3		

* Infants and Toddlers students are not counted in the total : MSD counts these students separately.

* College Community Outreach programs exist at 4 college sites and are staffed by site at a maximum ratio of 9 students to the October 31 count.

* Preschool is staffed for 9 to 1 for full day and 18 to 1 for half day.

* The State RICA Reimbursable Grant provides 11.0 teachers and 8.0 IA's to service BCPS students placed at the Regional Institute for Children and Adolescents (RICA - Baltimore)

** Ratios shown include special revenue positions, as opposed to ratios shown on page 49 of the Proposed Operating Budget, which reflect only positions funded through the general fund.

I&T SRF Teachers=7.8 I&T and 1.7 Passthrough

ED includes 8.0 RICA Reimbursable

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **Board of Education**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **KEY SCHOOL LEGISLATION**

ORIGINATOR: Dr. George P. Poff, Jr., Assistant to the Superintendent Governmental Relations

INFORMATION

* * * * *

That the Board receives the wrap-up of the Key School Legislation

Attachment I – Key School Legislation

**BALTIMORE COUNTY PUBLIC SCHOOLS
WRAP-UP
KEY SCHOOL LEGISLATION
APRIL 20, 2004**

SB 1 Education – Teachers – State and Local Aid Program for Certification

Under current law, there is a program of State and local aid to teachers who pursue certification by the National Board for Professional Teaching Standards known as the State and Local Aid Program for Certification by the National Board for Professional Teaching Standards. Each school year, the State Board is required to select, consistent with the amount provided in the State budget, a maximum of 500 teachers to participate in the Program. The original law provided for the act to remain effective for a period of 7 years, and to sunset May 31, 2004. As proposed, this bill would have stricken the sunset provision; however, it was amended to move the sunset date to 2008.

This Bill has passed.

The Board supported SB 1.

SB 8 (HB 306) Teachers' Retirement and Pension Systems – Reemployment of Retired Teachers – Sunset

Current law is scheduled to sunset June 30, 2004. This measure would have extended the termination date until June 30, 2008, for provisions of law that allow retirees of the Teachers' Retirement and Pension Systems to be reemployed in their home counties without an earnings limitation imposed on their retirement benefit.

During the recent Session, numerous legislative proposals were introduced to extend the sunset date and specify the conditions under which a candidate might be reemployed in the county from which he/she retired. None of these proposals was successful. Therefore, as of June 30, 2004, the ability of an employee to retire and be rehired by his/her former employer without an earnings limitation ceases to exist.

The Board supported SB 8 (HB 306).

SB 115 Task Force to Study the Maryland Teachers’ Pension System and the Teachers’ Retirement System

This legislation would have established a 27-member task force to review and evaluate the adequacy of the two systems and, if deemed necessary, make recommendations for changes.

Changes to the benefits structure of the Maryland Teachers’ Pension and Retirement Systems have left our State with one of the least attractive systems in our nation.

SB 115 failed.

The Board supported SB 115.

SB 174 (HB 741) Education – Maryland School for the Blind – Notice to Parents or Guardians of Availability of Programs

This legislation, sponsored by Senators Klausmeier, Harris, Hollinger, and Stone, requires that local education agencies notify the parents or guardians of each blind or visually impaired child, including children with multiple disabilities, of the availability of the educational programs offered by the Maryland School for the Blind. This legislation requires a process that is already in place relative to the Maryland School for the Deaf and in fact is already employed in serving the needs of visually impaired children by the Baltimore County Public Schools.

This Bill has passed.

The Board supported SB 174 (HB 741).

SB 526 (HB 851) Education – Distressed Schools – Performance Incentive Grants

This legislation, sponsored by Senator Delores Kelley, would have created an incentive grant program for schools defined by the Maryland State Department of Education as in need of improvement, corrective action, or restructuring. Should these schools demonstrate “statistically significant progress” toward achieving AYP for three years, the school would be eligible to receive a \$15,000 grant.

These Bills failed.

The Board supported SB 526 (HB 851)

HB 1 Public School Construction Assistance Act of 2004

This legislation, introduced by the Speaker and the Chairs of Ways & Means and Appropriations, was pre-filed as a “place holder” to potentially address the recommendations of the Task Force on School Facilities. This Bill would have closed a “loophole” in current law by imposing recordation and transfer taxes on the transfer of real property when transfers are achieved through the sale of “controlling interest” as a specified corporation, partnership, or a limited liability company. Currently, transferring controlling interest or ownership by a corporation, limited liability company, or partnership can effectively transfer real property without payment of transfer and recordation taxes.

Because this type of transaction is not currently subject to taxes, it is difficult to estimate the amount of revenue that could have been generated by this Bill. It is, however, estimated that this Bill would have generated an additional \$6.5 million in State transfer tax revenue in FY 2005 and approximately \$72.19 million annual thereafter. Also, the local governments expected to receive approximately \$21.6 million in FY 05 and an additional \$43.2 million in future years.

This Bill would have required that specified amounts of State and local revenue from recordation and transfer taxes be dedicated to school construction for FY 2005 through 2008. The Baltimore County share to be dedicated to school construction was estimated to be about \$5 million.

This Bill passed the House of Delegates, went to the Senate, but never emerged from the Senate Budget and Taxation Committee.

The Board supported HB 1.

HB 162 Teacher Incentives

This legislation, requested by the State Department of Education, specified that a classroom teacher who holds a professional certificate or a resident teacher’s certificate and teaches in a public school identified in accordance

with State Board regulations as a school in need of improvement, a school under corrective action, or a restructured school that achieves adequate yearly progress for two consecutive years shall receive a one-time stipend from the State in the amount of \$4,000, provided that the teacher taught in the school for the two years in which the school achieved adequate, yearly progress.

This Bill failed in the House Ways and Means Committee.

The Board supported HB 162.

HB 199 Public School Construction – Modular Construction

This legislation requires that the Board of Public Works shall include modular construction as an approved public school construction or capital costs. It also requires that the Board of Public Works adopt regulations defining modular construction and minimum specifications for their approval as a public school construction cost.

HB 199 was passed.

The Board supported HB 199

HB 208 Education – County Boards of Education – Competitive Bidding

This legislation would have increased the threshold dollar amount of a contract for which a county board of education must use competitive bidding. This increase in the statutory limit from \$15,000 to \$25,000 would place local boards of education on par with the same \$25,000 limit used by the State of Maryland, counties, and other municipalities.

HB 208 was passed by the House of Delegates but failed to win approval in the Senate.

The Board supported HB 208.

HB 345 (SB 245) Bridge to Excellence in Public Schools Act – Trigger Provision – Repeal

This legislation repeals the provision in the Bridge to Excellence in Public Schools Act that made a specified level of State funding contingent upon the adoption of a joint resolution by the General Assembly before the 50th day of the Session; and repeals the provision of the Act establishing an alternative funding level of State aid for education if the joint resolution is not adopted. The genesis of this Bill was the Attorney General's advice that this provision of the law raised serious legal questions.

This emergency legislation has passed and is in effect. Should this legislation have failed to pass, and the potential trigger have been actuated, Baltimore County Public Schools likely would not have received the approximate \$38 million increase in Bridge to Excellence funds that we will receive in FY 2005.

The Board supported HB 345 (SB 245).

HB 1060 (SB 747) Teachers' and Local Employees' Retirement Enhancement Act of 2004

This legislation, sponsored by Delegate Adrienne Jones and 48 members of the House, was the long-anticipated effort to improve Maryland's teachers' pension program. Once deemed the best program in the nation, reform legislation over a decade ago rendered Maryland's system for its educators near last in states' rankings. This legislative proposal included the recommendation of the Task Force on Pensions, which were:

- Increase cap on COLA from 3% - 5%
- Mandatory for new hires, optional for current members
- Across the board increase for current retirees:
 - a) \$1,200 for retirees who have been retired not more than 5 years;
 - b) \$1,500 for retirees who have been retired more than 5 but less than 10 years;
 - c) \$1,800 for retirees who have been retired more than 10 but less than 15 years; and
 - d) \$2,100 for retirees who have been retired more than 15 years.
- Benefits based on entire compensation (stipends, coaches, national teacher certification)
- Ability to purchase service credit similar to retirement system

- Reduce penalties for early retirement by 1%
- Reduce retirement age from 62 to 60 without 30 years (similar to retirement system)
- Employees' contribution from 2% to 5%

As was expected, the Fiscal Note of an additional \$1.1 billion in State Pension liability and an expected \$200+million per year in State costs placed these Bills in jeopardy.

Both Bills were heard but did not receive Committee votes and thus died.

The Board supported HB 1060 (SB 747).

HB 1230 (SB 787) Public School Facilities Act of 2004

This legislation articulates the recommendations of the Task Force to Study Public School Facilities. This task force was prescribed by language in the *Bridge to Excellence Act* and was charged to conduct a similar analysis of “adequacy” as it pertains to facilities. Sponsored by the Chairs of the House Ways and Means and Appropriations Committees and the Chairman of the House Minority, it represents a bipartisan effort to recognize facilities’ needs and begin the process for their systematic address.

This comprehensive and complex legislation is based upon the Task Force’s analysis of facilities’ adequacy needs exceeding \$3.8 billion across our State.

Among several recommendations, this legislation calls for a new cost-sharing formula for each county beginning in 2006, a reduction in state rated capacity for elementary classes in grades one to five, a change in the aging schools allocation which would reduce our share, and the introduction of alternative funding methods.

One facet of this legislation is an adjustment to local grants for Aging Schools. First begun for Baltimore County in 1997 with the requirement that said funds be directed to schools in need of renovation that were built before 1960. The Task Force assumed that any resources spent on systemic upgrades to these schools deemed them modernized and recommended moving the requirement to the number of “aging schools” built before 1970. Since beginning in 2000 additional school systems were added to this

discretionary grant, and the total statewide allocation was raised to \$10.5 million. Raising the age of school dates from 1960 to 1970, and assuming our health and safety upgrades rendered those facilities comparable to “new schools,” we are scheduled to lose \$1.5 million in Aging School funds beginning in FY 2006. We unsuccessfully resisted this change during the Task Force’s tenure and during the recent Legislative Session. We did, however, achieve an amendment to the State Capital Budget whereby it is now the stated intent of the General Assembly “that any county that would receive funding in fiscal 2006 that is less than 75% of the funding provided in fiscal 2005 under the Aging School Program should receive a grant in fiscal 2006 in addition to the Aging School Program funds of up to 75% of the difference between fiscal 2005 and 2006. The grant shall phase out over three years.”

Faced with an affordability challenge similar to that of the Thornton Commission, the Task Force on Facilities recommends, and the legislation reflects, a multi-year phase-in until 2013.

This legislation was passed.

The Board supported HB 1230 (SB 787).

HB 1409 Baltimore County – Comprehensive Master Plan – Class Size Reduction

This legislation, if passed, would have amended the Master Plan requirements for the Baltimore County Public Schools under the Bridge to Excellence in Public Schools Act (Thornton). The Master Plan requirement for Baltimore County would need to have included a separate description of the county Board’s goals relating to the reduction of class size in kindergarten through third grade; and progress made towards achieving these goals.

Local school systems are presently only one-half year into their management under required Master Plans. The process of developing Baltimore County’s plan was deliberate and comprehensive as to content as well as the involvement of stakeholders. The Baltimore County *Master Plan* on page 46 under Goal 1, Performance Indicator 1.1 for 2003-2004 school year states, “Reduce the student-teacher ratios for Kindergarten to Grade 2 from 23:1 to 21:1 for allocating positions to schools.” Our budget, which is based

upon the *Blueprint for Progress/Master Plan*, is presently before the County Executive and will shortly move to the County Council.

The House Rules Committee did not forward HB 1409 to a Committee; thus, it was not acted upon.

The Board opposed HB 1409.

Exhibit E

BALTIMORE COUNTY PUBLIC SCHOOLS TOWSON, MARYLAND 21204

April 20, 2004

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Judith Adams	Teacher	Halethorpe Elem.	30.0	7-01-04
Anthony J. Annello	Specialist	Dept. of Staff Development	28.0	7-01-04
Edwardine Baroch	Teacher	Pleasant Plains Elem.	30.5	7-01-04
Carolyn Bell	Teacher	Gunpowder Elem.	31.0	7-01-04
Penelope P. Booth	Coordinator	Greenwood-ESS	30.0	7-01-04
Michael Bruner	Asst. Principal	Pikesville High	32.0	7-01-04
Joann Bryan	Teacher	Edmondson Hghts. Elem.	32.0	7-01-04
Gerard Budzynski	Principal	Sandy Plains Elem.	28.0	7-01-04
Nancy Casper	Nurse	Gunpowder Elem.	20.0	7-01-04
Ruth Clark	Bus Attendant	Transportation	16.0	4-01-03
Mary Cossentino	Asst. Principal	Pine Grove Middle	34.0	7-01-04
Mary Davis	Nurse	Wellwood Intl School	27.0	7-01-04
Susan Ewing	Bus Attendant	Transportation	15.0	7-01-03
Joyce R. Fennell	Instructional Asst.	Battle Grove Elem.	32.5	7-01-04
Theresa F. Hardin	Specialist	Greenwood-ESS	30.0	7-01-04
Jeanne Hatton	Teacher	Perry Hall Middle	21.0	7-01-04
Denise Jennings	Teacher	New Town High	24.0	7-01-04
Barbara Nickel	Teacher	Milbrook Elem.	30.0	7-01-04

Beverly Panasuk	Teacher	Powhatan Elem.	24.5	7-01-04
Michael Platt	Guidance Counselor	Winfield Elem.	4.0	3-01-04
Stephen J. Ponzillo	Principal	Golden Ring Middle	35.0	7-01-04
Ellen H. Rappoport	Principal	Franklin Elem.	28.0	7-01-04
Carolyn Schweitzer	Nurse	Fullerton Elem.	21.0	7-01-04
Janet Sickoria	Teacher	Chase Elem.	28.7	7-01-04
Annie Beatrice Sinclair	Teacher	Woodmoor Elem.	30.0	7-01-04
Robert Snyder	Asst. Principal	Sollers Point Tech High	30.0	7-01-04
Christena Struben	Asst. Principal	Seventh District Elem.	34.0	4-01-04
Carol Vickery	Teacher	Arbutus Middle	19.5	7-01-04
Mary Vinje	Teacher	Towson High	20.0	7-01-04
David Walter	Teacher	Franklin High	33.0	7-01-04
Stephen Watson	Teacher	Randallstown High	36.0	7-01-04
William Webb	Teacher	Catonsville High	38.0	7-01-04
Marcia Wright	Teacher	Woodmoor Elem.	29.0	7-01-04
Milton Zahn	Asst. Principal	Dundalk High	35.6	7-01-04
Sandra Zeitzoff	Teacher	Hillcrest Elem.	32.6	7-01-04

As of 4/02/04

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

April 20, 2004

RESIGNATIONS

ELEMENTARY – 8

Bear Creek Elementary School

Emily M. Chapin, 06/30/04, 3.0 yrs.

Deep Creek Elementary School

Dananai A. McCarthy, 04/13/04, 8.0 mos.

Logan Elementary School

Elizabeth A. Cooke, 06/30/04, 3.0 yrs.

Middlesex Elementary School

Mariah Hoffman, 06/30/04, 1.0 yr.

Norwood Elementary School

Jennifer L. Costilow, 06/30/04, 3.0 yrs.

Reisterstown Elementary School

Kimberly M. Wheeler, 06/30/04, 2.0 yrs.

Timber Grove Elementary School

Jennifer L. Reiter, 06/30/04, 4.0 yr.

Winfield Elementary School

Lynn W. Neith, 06/30/04, 5.0 yrs. (Nurse)

SECONDARY – 29

Arbutus Middle School

John D. Shirk, 06/30/04, 4.0 yrs.

Catonsville Middle School

Matthew H. Fishel, 06/30/04, 1.0 yr.

Chesapeake High School

Christine M. Wagner, 04/16/04, 2.8 yrs.

Deep Creek Middle School

Sandra L. Pinder, 03/26/04, 7.0 mos.

Franklin High School

Jennifer R. John, 06/30/04, 2.0 yrs.

DOP: 4/21/04

Golden Ring Middle School

William Toole, 06/30/04, 4.0 yrs.

Hereford High School

Nancy Lee Waters, 06/30/04, 14.0 yrs.

Hereford Middle School

Jennifer D. Brickhouse, 04/23/04, 8.0 mos.

Kenwood High School

Harriet E. Zlotowitz, 03/05/04, 7.0 mos.

Loch Raven High School

Heather K. Harkins, 03/26/04, 3.0 yrs.

Meadowood Education Center

Jessica L. Yourishin, 06/30/04, 3.0 yrs.

Middle River Middle School

Kendra L. Hanley, 06/30/04, 1.0 yr.

Old Court Middle School

Kathleen T. Hennekey, 06/30/04, 5.0 yrs.

Dagoberg J. Luma, 06/30/04, 1.0 yr.

Patapsco High School

Matthew Martello, 06/30/04, 1.0 yr.

Stacy R. Mitchell, 06/30/04, 4.0 yrs.

Perry Hall High School

Keisha T. Taylor, 06/30/04, 8.0 yrs.

Perry Hall Middle School

Mary Ann Slamovitz, 06/30/04, 2.4 yrs.

Pikesville Middle School

Linda L. Robinson, 04/02/04, 8.0 mos.

Pine Grove Middle School

Carlie Dackson, 06/30/04, 1.0 yr.

RESIGNATIONS

April 20, 2004

Sollers Point Technical High School

Lindsey B. Doult, 06/30/04, 1.0 yr.

Southwest Academy

Margie J. Russell, 06/30/04, 3.0 yrs.

Sparrows Point High School

Reuben W. Andreessen, 06/30/04, 5.0 yrs.

Theresa M. Hoffman, 06/30/04, 1.0 yr.

Rachel E. Watts, 03/19/04, 4.7 yrs.

Woodlawn High School

Elizabeth A. Huffines, 06/30/04, 1.7 yrs.

Kathleen Nidiffer, 06/30/04, 2.0 yrs.

Woodlawn Middle School

Carole M. Pegram, 02/20/04, 2.2 yrs.

Jeffrey A. Seinfeld, 06/30/04, 1.0 yr.

CENTRAL OFFICES – 1

Student Support Services

Michele M. Fultz, 04/15/04, 7.8 yrs.

(Psychologist)

SEPARATIONS FROM LEAVE – 13

Robin L. Bennett, granted Child Rearing Leave, 03/15/03-06/30/04, resigning 03/02/04, 6.6 yrs.

Dorothy L. Budar-Danoff, granted Child Rearing Leave, 04/06/02-06/30/04, resigning 02/14/04, 7.6 yrs.

Ingrid M. Carr, granted Child Rearing Leave, 04/17/02-04/17/04, resigning 03/31/04, 7.8 yrs.

Amy R. Dobler, granted Child Rearing Leave, 09/17/02-06/30/04, resigning 03/02/04, 4.6 yrs.

Olivia S. Eckels, granted Child Rearing Leave, 11/03/02-06/30/04, resigning 03/09/04, 2.7 yrs.

Monica A. Finegan, granted Unusual or Imperative Leave, 07/01/03-06/30/04, resigning 06/30/04, 10.0 yrs.

Jennifer A. Johnson Phillips, granted Child Rearing Leave, 06/23/02-06/23/04, resigning 06/30/04, 7.0 yrs.

Anne T. Jones, granted Second Child Rearing Leave, 10/13/04-10/13/04, resigning 02/27/04, 11.6 yrs.

Claire A. Kispert, granted Child Rearing Leave, 05/24/03-05/24/04, resigning 06/30/04, 5.6 yrs.

Shelley A. Mazzuca, granted Child Rearing Leave, 01/05/03 – 06/30/04, resigning 02/20/04, 7.6 yrs.

Kimberly H. Parrott, granted Child Rearing Leave, 07/01/01-06/30/02, resigning 02/05/04, 5.6 yrs.

Traci L. Siegler, granted Child Rearing Leave, 09/15/02-06/30/04, resigning 02/17/04, 9.6 yrs.

Tracy A. Thompson, granted Child Rearing Leave, 02/03/02-02/03/04, resigning 02/02/04, 7.3 yrs.

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

April 20, 2004

LEAVES

ACADEMIC LEAVE

NAOMI WALLACE – Owings Mills High School
Effective July 1, 2004 through June 30, 2005

CHILD REARING LEAVE

KERRIANNE TORMEY BENDER – Chatsworth School
Effective May 27, 2004 through May 27, 2006

KATHLEEN MCCORMACK COMBER - Formerly Hereford High School
Effective August 7, 2004 through June 30, 2006

KARIN BARKER HUTCHINSON – Sparrows Point Middle School
Effective June 21, 2004 through June 21, 2006

JILL BRINER JOSEPH – Formerly Hernwood Elementary School
Effective August 23, 2004 through June 30, 2006

KAREN CAMPBELL KUEBLER – Formerly Wellwood International School
Effective May 30, 2004 through May 30, 2006

ALICIA MAZOUAT MATEA – Dulaney High School
Effective April 9, 2004 through April 9, 2006

SARAH MILLER – Formerly Towson High School
Effective July 1, 2004 through June 30, 2005

CAROL HENNEMAN SPENCER – Formerly Milford Mill Academy
Effective October 18, 2004 through June 30, 2006

PERSONAL ILLNESS LEAVE

MICHAEL E. SLADEK – Milford Mill Academy
Effective March 9, 2004 through June 30, 2004

UNUSUAL OR IMPERATIVE LEAVES

JENNIFER GOODMAN – Norwood Elementary School
Effective July 1, 2004 through June 30, 2005

LEA R. MUSSINI – Formerly Dundalk Middle School
Effective July 1, 2004 through June 30, 2005

Exhibit H

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

April 20, 2004

DECEASED

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

LORI J. SERSEN

Cafeteria Worker
Perry Hall High School
March 4, 2004

JOANNE B. JENKINS

Cafeteria Worker
Hereford Middle School
March 11, 2004

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: April 20, 2004
To: Board of Education
From: Dr. Joe A. Hairston, Superintendent
Title: **APPOINTMENTS AND ASSIGNMENTS 2003 – 2004**
Originator: J. Robert Haines, Deputy Superintendent Business Services
Resource Staff: Randy Grimsley, Executive Director of Human Resources
Kim Whitehead, Executive Director of Schools.

RECOMMENDATION

That the Appointments for 2003 – 2004 in Appendix I be approved.

Appendix I Profiles

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

APRIL 20, 2004

RECOMMENDED APPOINTMENTS

NAME

FROM

TO

HOPE C. BAIER
(Effective April 21, 2004)

Guidance Counselor
Seventh District Elementary School

Assistant Principal
Seventh District Elementary School

(Replacing Christina Struben, retirement)

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **NEGOTIATED MASTER AGREEMENT(S)**

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

RESOURCE PERSON(S): Randall D. Grimsley, Executive Director Human Resources
Daniel J. Capozzi, Manager, Human Resources-Staff Relations

INFORMATION

That the Board of Education approve the proposed summary of changes to the Master Agreements for the following collective bargaining units:
AFSCME, BACE, PSNA, and TABCO.

Appendices –
AFSCME
BACE
PSNA
TABCO

Summary of Changes to the Master Agreement between BCPS and

AFSCME Council 67/Local 434

ARTICLE XVII – Safety and Health

8. Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of his/her duties shall be promptly reported to the supervisor. The scope to the employee's duties, in such cases, shall be defined to include any extra-curricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators/supervisors shall proceed in accordance with the Critical Response and School Emergency Safety Management Guide, *Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member*.

The administrator/supervisor shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s), the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent's staff will appear with the employee at any consequent hearing.

Staff members shall report to the appropriate administrator/supervisor any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact their Association.

**Memorandum of Understanding
Between the
Board of Education of Baltimore County
And
Council 67/Local 434
Of the
American Federation of State, County and
Municipal Employees, AFL-CIO**

PROPOSED CHANGES TO THE CURRENT SICK LEAVE BANKS
Fiscal Year 05

It is agreed that representatives of the Board will meet as needed with all employee unions to discuss the proposed changes to the Sick Leave Bank that will consolidate the current four banks into one bank for all employees. The meetings will take place between January 2004 and June 2004, with the targeted effective date of the changes, if any, scheduled for July 1, 2004.

For AFSCME

For BOE

Date

Date

Summary of Changes to the Master Agreement between BCPS and

Baltimore (County Instructional) Assistants and Clerical Employees,
Inc. (BACE)

ARTICLE VI – EMPLOYEE RIGHTS AND WORKING CONDITIONS

6.5 Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)

Any case of threat (assault) and/or physical attack (battery) upon a staff member] while acting within the scope of her/his duties shall be promptly reported to her/his administrator/office head. The scope of the employee's duties in such cases shall be defined to include any extracurricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators shall proceed in accordance with the **Critical Response and School Emergency Safety Management Guide, *Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member.***

6.5.1 The administrator shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee, the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent's staff will appear with the employee at any consequent hearing.

Staff members shall report to the appropriate administrator any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact their Association.

6.15 Dispensing Medication

Employees designated to dispense medication in the absence of the nurse shall be made aware of the current policy and procedures, and shall be given training related to this responsibility.

ARTICLE 7 – WAGES AND WORKING HOURS

7.6 Inclement Weather

Twelve (12) month employees shall be allowed to use personal business, compensatory time, or accrued vacation for absences directly related to inclement weather on days when schools are closed for students.

If there is a delayed opening of schools, paraeducators shall not be required to report sooner than fifteen (15) minutes prior to the delayed start of school. Ten (10) month office professionals shall not be required to report sooner than thirty (30) minutes prior to the delayed start of school. If schools are closed early, paraeducators may leave at the time of the school closing or as soon as all students leave the building.

**Memorandum of Understanding
Between the
Board of Education of Baltimore County
And the
Baltimore (County Instructional) Assistants & Clerical Employees, Inc.**

PROPOSED CHANGES TO THE CURRENT SICK LEAVE BANKS
Fiscal Year 05

It is agreed that representatives of the Board will meet as needed with the employee unions to discuss the proposed changes to the Sick Leave Bank that will consolidate the current four banks into one bank for all employees. The meetings will take place between January 2004 and June 2004, with the targeted effective date of the changes, if any, scheduled for July 1, 2004.

For BACE

For BOE

Date

Date

Memorandum of Understanding
Between the
Board of Education of Baltimore County
And the
Baltimore (County Instructional) Assistants & Clerical Employees, Inc.

It is agreed that representatives of the Board and the Association will meet to discuss the following issues, with recommendations submitted to the office of Staff Relations and to BACE by October 31, 2004:

- Joint planning opportunities for paraeducators and teachers;
- Use of paraeducators and office professional for purposes other than those for which they were hired, including the practice of and compensation for paraeducators and office professionals to substitute or provide classroom coverage;
- Compensation for summer employment for 10-month employees; and,
- The impact of ESEA on the above.

For BACE

For BOE

Date

Date

Summary of Changes to the Master Agreement between BCPS and the
Professional Staff Nurses' Association (PSNA)

ARTICLE VI – PROTECTION OF NURSES

6.1 Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)

Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of her/his duties shall be promptly reported [in writing] to her/his principal/office head. The scope of the employee's duties in such cases shall be defined to include any extracurricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators shall proceed in accordance with the **Critical Response and School Emergency Safety Management Guide, *Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member.***

The administrator shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s) , the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent's staff will appear with the nurse at any consequent hearing.

Staff members shall report to the appropriate administrator any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact their Association.

ARTICLE VIII – ABSENCES AND LEAVES

Section 8.16 – Court-Related Leave

Nurses may be absent without loss of pay to serve on a jury or to obey a summons issued by a legally-established court unless she/he is a defendant in court proceedings. Such absence is not charged to sick leave. A nurse receiving compensation for this duty shall receive his/her regular salary, less any compensation for such duty.

If a nurse defendant is found to be not guilty or in a civil case, disposition is in favor of the defendant by the court, the nurse shall be paid retroactively for time lost because of summons, provided verification of the verdict is provided within thirty (30) days of the absence. A nurse pleading nolo contendere shall not be paid.

A school nurse should notify her/his administrator, the Office of Staff Relations, and the Office of Health Services upon the receipt of a subpoena to appear in court. If a school nurse is required to appear in court as an approved representative of the BCPS during summer vacation, the nurse shall receive her/his daily rate of pay for their time participating in the proceedings.

Section 8.19 – Leave for Association Business (NEW)

This policy incorporates two (2) basic principles: (a) that released time should be provided for Association officers and representatives for official or professional meetings; and (b) that the Association should provide the cost of substitutes for officers and representatives who attend meetings which are designed primarily to promote Association work.

The president of the Association or his/her designee shall submit, in writing, to the Manager, Office of Staff Relations, a list of nurses requesting permission to attend meetings requiring released time. Such permission should be requested at least ten (10) days prior to the date of the meeting. This list would then be subject to specific discussion and decision to determine whether the requests for absences are reasonable and practical. The Association shall monitor the nurses excused so that the same school will not be adversely affected.

Leave for Association Business is limited to 12 total days during the July 1 through June 30 academic year, and an individual nurse may be absent for Association Business no more than three (3) days. Notwithstanding the language of Article 7, Section 7.3, the nurse applying for Leave for Association Business shall be required to secure the substitute nurse.

**Memorandum of Understanding
Between the
Board of Education of Baltimore County
And the
Professional Staff Nurses' Association of MD
SEIU Local 1998**

PROPOSED CHANGES TO THE CURRENT SICK LEAVE BANKS
Fiscal Year 05

It is agreed that representatives of the Board will meet as needed with the employee unions to discuss the proposed changes to the Sick Leave Bank that will potentially consolidate the current four banks into one bank for all employees. The meetings will take place between January 2004 and June 2004, with the targeted effective date of the changes, if any, scheduled for July 1, 2004.

For PSNA

For BOE

Date

Date

**Summary of Changes to the Master Agreement between BCPS and the
Teachers' Association of Baltimore County (TABCO)**

ARTICLE IX – Protection of Teachers

Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)

9.1 Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of his/her duties shall be promptly reported to the principal/office head. The scope to the employee's duties, in such cases, shall be defined to include any extra-curricular activity or duty, whether school-sponsored or PTA-sponsored.

9.1.1 Administrators shall proceed in accordance with the **Critical Response and School Emergency Safety Management Guide, *Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member.***

9.1.2 The administrator shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s) the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent's staff will appear with the employee at any consequent hearing.

9.1.3 Staff members shall report to the appropriate administrator any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact their Association.

ARTICLE X – Teaching Conditions

Substitutes

10.5.2 Substitute teachers shall be provided for special area teachers of art, music, physical education, and for elementary library/media specialists, on the same basis as substitute teachers are provided for other classroom teachers. Every effort will be made, when appropriate, to provide substitutes for secondary library media specialists, special education resource teachers, and other teachers who provide direct instruction to students.

Additional Responsibilities

10.7.2.1 Attending professional faculty meetings no more than once per week, except in the case of an emergency.

10.7.10 No grade level meeting, interdisciplinary team meeting, or departmental meetings, held other than Monday afternoon or during the school day, shall be called which require attendance except in emergencies or unusual circumstances. Three days prior notification shall be given in the event of unusual circumstances, whenever possible.

ARTICLE XIV – Transfers and Assignments

General

14.1.1 Any teacher reassigned during the school year to a new position within the school shall be allowed one (1) duty day without teaching for the purposes of preparing for the new assignment. Whenever possible, no other responsibilities will be assigned.

Notification of Assignment

14.7 Every teacher on active pay status shall be given a written notice of his/her proposed school assignment and general teaching responsibility, including grade(s), for the forthcoming year by June 15 of the preceding school year and given reasons for any change. In the event that changes in the assignments must be made after the assignments have been announced, the teacher will be sent a written communication, within three (3) weeks, to notify the teacher of the change and the reason(s) for the change. The teacher will be responsible for providing an address at which he/she can be reached.

14.7.1 No teacher will be reassigned to different teaching responsibilities unless the principal has first conferred with the teacher, giving reasons for the proposed change and has considered the teacher's input. Once a decision is made, the teacher shall be notified of the decision within three (3) weeks. When the teacher is unavailable for such a conference, a written communication will be promptly sent to notify the teacher of the reassignment and the reasons for the change.

ARTICLE XIX – Ad Hoc Study Committees

Definitions

19.1 Matters which cannot be negotiated to finality without additional research and study may be referred to ad hoc committees of the negotiating teams appointed jointly by the two teams. These committees shall report to the negotiating teams in time for the next scheduled negotiating session.

19.2 An ad hoc committee shall be appointed for the purpose of reviewing the **SUPPLEMENTAL SALARY SCHEDULE** printed in Section 16.3, *Responsibility Factors*. A report will be made to the negotiating teams of the Association and the Board at the start of negotiations each year for the life of this agreement. Upon completion of the review, the ad hoc committee shall report to the negotiating teams in time for the next scheduled negotiating session.

Appendix A – Salary Schedule

1. Starting salary BA1 = \$35,100; Enhance the rest of the Bachelor's Scale and the starting salaries in the other lanes; add dollar amounts to cells to round out figures; progressively higher amounts (%) between steps.
2. Request funding for step increments.

Appendix D – Extra Compensation

1. Add SAT Coordinators to Level 2
2. Change DRAMA-High School to DRAMA-Secondary at Level 2, in order to allow flexibility for middle school principals.

Memoranda of Understanding:

1. TABCO will discuss the potential consolidation of the sick leave banks with BCPS representatives and the other unions between January 2004 and June 2004. Any changes will be implemented July 1, 2004.
2. Teachers will not be compelled to change or clean students who are not toilet trained or who have had toileting accidents.
3. Teachers will not be compelled to administer medical procedures.

**Memorandum of Understanding
Between the
Board of Education of Baltimore County
And the
Teachers' Association of Baltimore County Instructional (TABCO)**

PROPOSED CHANGES TO THE CURRENT SICK LEAVE BANKS
Fiscal Year 05

It is agreed that representatives of the Board will meet as needed with the employee unions to discuss the proposed changes to the Sick Leave Bank that will consolidate the current four banks into one bank for all employees. The meetings will take place between January 2004 and June 2004, with the targeted effective date of the changes, if any, scheduled for July 1, 2004.

For TABCO

For BOE

Date

Date

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Joe A. Hairston, Superintendent
SUBJECT: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

Recommendations for Award of Contracts
Board Exhibit – April 20, 2004

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

1. eCatalog Contracts (a through w)

The following 23 contracts for instructional supplies and equipment, textbooks, and instructional media represent our fourth year in developing an online electronic catalog for an electronic procurement system for schools and offices to use. Solicitations for these catalogs this year were issued online with vendors returning their pricing, also online, and awards were made online. We have also seen a dramatic increase in the number of responses from vendors this year due to the ease of the automated system.

Since September, 2001, Baltimore County Public Schools (BCPS) has aggressively moved toward online electronic purchasing. We have also expanded the system from a small pilot program of five campuses to over 170 locations, and expanded the number of online catalogs from the original five eCatalogs to 23 eCatalogs by the beginning of FY04. Delivery of supplies to a campus or office can, and normally does, occur within 24 to 96 hours. Through the use of procurement cards, vendors receive their payments within 24 to 48 hours after shipping. We have also been able to negotiate a reduction in shipping costs from an average of 10 to 15 percent to anywhere from 4 to 7 percent currently. All of this has been accomplished without an increase in budget or staffing.

These 23 online catalogs contain over 29,000 line items. Over the last two and a half years we have processed over 9,385 electronic purchase orders valued at \$5.2 million. Schools and curriculum offices are now able to order, from a campus workstation or from home, anything they need to support their curriculum throughout the school year.

a. **Contract:** eCatalog--Art Photo Supplies
Bid #: PCR-242-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$75,000
Estimated total award value: \$150,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 5
No. of bids received: 4
No. of no-bids received: 1

Description:

This is the annual solicitation issued to establish sourcing for 175 items of art photography supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

Atlantic Systems and Technology, Greenbelt, MD
Kunz, Inc., Baltimore, MD
Penn Camera, Inc., Beltsville, MD
Service Photo, Inc., Baltimore, MD

Responsible school or office: Office of Art

Contact Person: Daisy McTighe

Funding Source: Operating budgets 2004-05 of individual schools and offices

b. Contract: eCatalog--Art Supplies
Bid #: PCR-243-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$500,000
Estimated total award value: \$1,000,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 11
No. of bids received: 9
No. of no-bids received: 2

Description:

This is the annual solicitation issued to establish sourcing for 1,500 items of art supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

Dick Blick, Inc., Galesburg, IL
Clayworks Supplies, Inc., Baltimore, MD
Kunz, Inc., Baltimore, MD
National Art and School Supplies, Rahway, NJ
Paxton Patterson, Inc., Chicago, IL
Quill Corporation, Lincolnshire, IL
Sax Arts and Crafts, New Berlin, WI
Smith Office and Computer Supply, Inc, Hollywood, FL

Responsible school or office: Office of Art

Contact Person: Daisy McTighe

Funding Source: Operating budgets 2004-05 of individual schools and offices

c. Contract: eCatalog--Audio-Visual Supplies
Bid #: PCR-241-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$125,000
Estimated total award value: \$250,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 16
No. of bids received: 6
No. of no-bids received: 0

Description:

This is the annual solicitation issued to establish sourcing for 40 items of audio-visual supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

Corporate Express, Inc, Baltimore, MD
Kunz, Inc. Baltimore, MD
Nelson White Systems, Inc., Baltimore, MD
Reliable Reproduction Supply, Baltimore, MD
Rudolph's Office and Computer, Baltimore, MD
School Specialty, Inc., Agawam, MA

Responsible school or office: Library Information Services

Contact Person: Art Stritch

Funding Source: Operating budgets 2004-05 of individual schools and offices

d. Contract: eCatalog--Family Studies Supplies
Bid #: PCR-244-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$50,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 6
No. of bids received: 2
No. of no-bids received: 1

Description:

This is the annual solicitation issued to establish sourcing for 200 items of family studies supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

Jackman's Inc., St. Louis, MO
NASCO, Inc., Ft. Atkinson, WI

Responsible school or office: Office of Career and Technology Education

Contact Person: Maggie Caples

Funding Source: Operating budgets 2004-05 of individual schools and offices

e. **Contract:** eCatalog--Handwriting Materials
BID #: JCO-417-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$40,000
Estimated total award value: \$40,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 14
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid for the annual price agreement for handwriting materials' bid specification includes 81 items approved for use in the schools.

Recommendations:

Award of Contract is recommended to:

Zaner-Bloser, Inc., Columbus, OH

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen M. McMahon

Funding Source: Operating budgets of individual schools and offices

f. Contract: eCatalog--Interscholastic Athletic Equipment and Supplies
Bid #: JNI-737-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$125,000
Estimated total award value: \$250,000

Bid issued: January 31, 2004
Pre-bid meeting date: NA
Due Date: March 1, 2004
No. of vendors issued to: 49
No. of bids received: 18
No. of no-bids received: 5

Description:

A bid was held to establish the annual price agreement for interscholastic athletic supplies and equipment with bid specifications that included 424 items approved for use in the interscholastic athletic program in the secondary schools.

Recommendation:

Recommendations of awards of contract are to the following vendors:

Aluminum Athletic Equipment Company, West Conshohocken, PA
Anaconda Sports, Kingston, NY
Bacharach Rasin Sporting Goods, Towson, MD
Breman Company, Boyds, MD
Cisco, Baltimore, MD
DVF Sports, Williamsburg, VA
Georgi Sports, Lancaster, PA
Henry Schein, Melville, NY
H L Corporation, Manhattan Beach, CA
LAX World, Timonium, MD
Passons Sports-Sports Supply Group, Dresher, PA
Penn Monto, Hadley, MA
Pioneer Manufacturing, Cleveland, OH
Spieth Anderson, Forth Worth, TX
Sportime International, Atlanta, GA
Sportmaster, Pittsburgh, PA
Sports Stop, Inc., Brooklandville, MD
Sportsman's, Johnstown, PA

Responsible school or office: Office of Athletics

Contact Person: Ronald Belinko

Funding Source: Operating budgets of individual schools and offices

g. Contract: eCatalog--Interscholastic Football Supplies and Equipment
Contract #: JNI-738-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$105,000
Estimated total award value: \$210,000

Bid issued: January 31, 2004
Pre-bid meeting date: NA
Due Date: March 1, 2004
No. of vendors issued to: 46
No. of bids received: 11
No. of no-bids received: 2

A bid was held to establish the annual price agreement for interscholastic football supplies and equipment with bid specifications that included 192 items approved for use in the interscholastic football program in the secondary schools.

Recommendation:

Recommendations of awards of contract are to the following vendors:

Ace Reconditioners, Washington, PA
Cisco, Inc., Baltimore, MD
Football America, Silver Spring, MD
Henry Schein, Melville, NY
Marlow Sports, Forestville, MD
Marty Gilman, Gilman, Ct
Riddell All-American, Elyria, OH
Sportmaster, Pittsburgh, PA
Sports Stop, Inc., Brooklandville, MD
Sportsman's, Johnstown, PA

Responsible school or office: Office of Interscholastic Athletics

Contact Person: Ronald Belinko

Funding Source: Operating budgets of individual schools and offices

h. Contract: eCatalog--Library Instructional Media
BID #: JCO-414-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$67,000
Estimated total award value: \$67,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 47
No. of bids received: 7
No. of no-bids received: 9
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the library instructional media bid specification includes 190 items approved for use in schools.

Recommendation:

Award of Contract is recommended to:

Bullfrog Films, Inc., Oley, PA
Clearvue/eav, Chicago, IL
Encyclopedia Britannica, Inc., Chicago, IL
Kunz, Inc., Baltimore, MD
Mackin Library Media, Burnsville, MN
SVE & Churchill Media, Chicago, IL
Tech 4 Learning, Inc., San Diego, CA

Responsible school or office: Office of Library Instructional Services

Contact Person: Della Curtis

Funding Source: Operating budgets of individual schools and offices

i. Contract: eCatalog--Math Supplies
Bid #: PCR-246-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$75,000
Estimated total award value: \$150,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 13
No. of bids received: 5
No. of no-bids received: 1

Description:

This is the annual solicitation issued to establish sourcing for 130 items of math supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

Corporate Express, Inc, Baltimore, MD
D&H Distributing Co., Harrisburg, PA
ETA/Cuisenaire, Vernon Hills, CA
School Specialty, Agawam, MA

Responsible school or office: Office of Mathematics

Contact Person: Penelope Booth

Funding Source: Operating budgets 2004-05 of individual schools and offices

j. Contract: eCatalog--Media Supplies--Elementary
BID #: JCO-442-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$172,000
Estimated total award value: \$172,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 161
No. of bids received: 16
No. of no-bids received: 4
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the elementary media supplies bid specification includes 1,977 items approved for use in schools.

Recommendation:

Award of contract is recommended to:
Bullfrog Films, Inc., Oley, PA
Clearvue/eav, Chicago, IL
Crizmac Art & Cultural Education Materials, Tucson, AZ
Davis Publications, Inc., Worcester, MA
Discovery Toys, Inc., Baltimore, MD
Follett Library Resources, McHenry, IL
Kunz, Inc., Baltimore, MD
Lakeshore Learning Materials, Carson, CA
MacMillan/McGraw Hill, New York, NY
Nystrom Div/Herff Jones, Inc., Chicago, IL
Perma-Bound Books, Jacksonville, IL
Plank Road Publishing, Inc., Wauwatosa, WI
SVE & Churchill Media, Chicago, IL
Tech 4 Learning, Inc., San Diego, CA
The Book Rack, Timonium, MD
Tom Snyder Productions, Inc., Watertown, MA

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen M. McMahon

Funding Source: Operating budgets of individual schools and offices

k. Contract: eCatalog--Media Supplies--Secondary
BID #: JCO-442-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$48,000
Estimated total award value: \$48,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 165
No. of bids received: 15
No. of no-bids received: 3
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the secondary media supplies bid specification includes 1,769 items approved for use in schools.

Recommendation:

Award of contract is recommended to:

Cheng & Tsui Company, Boston, MA
Clarus Music, LTD., Elmsford, NY
Clearvue/eav, Chicago, IL
George F. Cram, Indianapolis, IN
Crizmac Art & Cultural Education Materials, Tucson, AZ
Davis Publications, Inc., Worcester, MA
Duplicator Sales, Inc., Towson, MD
Kunz, Inc., Baltimore, MD
Jeffery Norton Publishers, Inc., Guilford, CT
Nystrom Div/Herff Jones, Inc., Chicago, IL
Pearson/Prentice Hall, Inc., Upper Saddle River, NJ
Perma-Bound Books, Jacksonville, IL
Plank Road Publishing, Inc., Wauwatosa, WI
SVE & Churchill Media, Chicago, IL
The Book Rack, Timonium, MD

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen M. McMahon

Funding Source: Operating budgets of individual schools and offices

I. Contract: eCatalog--Media Supplies--Special Education
BID #: JCO-444-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$26,000
Estimated total award value: \$26,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 144
No. of bids received: 2
No. of no-bids received: 6
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the special education media supplies bid specification includes 134 items approved for use in schools.

Recommendation:

Award of contract is recommended to:

Kunz, Inc., Baltimore, MD

Responsible school or office: Office of Special Education

Contact Person: Judith E. Glass

Funding Source: Operating budgets of individual schools and offices

m. Contract: eCatalog--Medications and First Aid Supplies
Bid #: JNI-734-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$100,000
Estimated total award value: \$200,000

Bid issued: January 31, 2004
Pre-bid meeting date: NA
Due Date: March 1, 2004
No. of vendors issued to: 36
No. of bids received: 13
No. of no-bids received: 2

Description:

A bid was held to establish the annual price agreement for Medications and First Aid supplies with bid specifications that included 223 items approved for use by the nurses in our schools.

Recommendation:

Recommendation of awards of contract is to the following vendors:

Caligor, Greenville, SC
Catonsville Pharmacy, Catonsville, MD
Henry Schein, Melville, NY
Home-Aid Healthcare, Santa Clarita, CA
Interboro Packaging Corporation, Montgomery, NY
Livingston, Stern and Associates, Santa Monica, CA
McKesson General medical Corporation, Elkridge, MD
William McGill and Company, Lombard, IL

Responsible school or office: Office of Health Services

Contact Person: Michelle Prumo

Funding Source: Operating budgets of individual schools and Office of Health Services

n. **Contract:** eCatalog--Music--Instrumental Supplies
BID #: JCO-415-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$18,000
Estimated total award value: \$18,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 35
No. of bids received: 2
No. of no-bids received: 2
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the instrumental music supplies bid specification includes 81 items approved for use in schools.

Recommendation:

Award of contract is recommended to:

Kunz, Inc., Baltimore, MD

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: Operating budgets of individual schools and offices

o. Contract: eCatalog—Music--Vocal Supplies
BID #: JCO-416-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$20,000
Estimated total award value: \$20,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 38
No. of bids received: 7
No. of no-bids received: 5
No. of non-responsive: 0

Description:

A bid for the annual price agreement for the vocal music supplies bid specification includes 260 items approved for use in schools.

Recommendation:

Award of contract is recommended to:

Brooks Mays Music Company, Dallas, TX
Kunz, Inc., Baltimore, MD
Rhythm Band Instruments, Inc., Forth Worth, TX
Peripole-Berqerault, Inc., Salem, OR
Stu's Music Shop, Inc., Westminster, MD
Suzuki Corporation, San Diego, CA
Wenger Corporation, Owatonna, MN

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: Operating budgets of individual schools and offices

p. Contract: eCatalog--Physical Education Supplies and Equipment
Contract #: JNI-736-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$150,000
Estimated total award value: \$300,000

Bid issued: January 31, 2004
Pre-bid meeting date: NA
Due Date: March 1, 2004
No. of vendors issued to: 91
No. of bids received: 22
No. of no-bids received: 6

Description:

A bid was held to establish the annual price agreement for physical education supplies and equipment with bid specifications that included 1,001 items approved for use in the physical education program in the secondary schools.

Recommendation:

Awards are recommended to the lowest bidder meeting all specification as follows:

Aluminum Athletic Equipment Co., West Conshohocken, PA
Anaconda Sports, Inc., Kingston, NY
Bacharach Rasin, Towson, MD
Bill Fritz Sports, Cary, NC
Cosom, Thorofare, NJ
Calico Industries, Inc., Annapolis Junction, MD
DVF Sporting Goods Company, Williamsburg, VA
Fitness Equipment Solutions, Belcamp, MD
Fitness Equipment Commercial Solutions, Phoenix, AZ
Georgi -Sports, Lancaster, PA
HL Corporation, Manhattan Beach, CA
Hoffman Canvas Products, Baltimore, MD
Lax World, Timonium, MD
Passons Sports, Sports Supply Group, Jenkintown, PA
Pioneer Manufacturing Company, Cleveland, OH
Sportime International, Atlanta, GA
Sportmaster, Pittsburgh, PA
Sports Stop, Inc., Brooklandville, MD.
Sportsmans, Johnstown, PA
Tiffin Athletic Mats, Inc., Elkton, MD

Responsible school or office: Office of Physical Education, Health, Dance
Education

Contact Person: Sarajane Quinn

Funding Source: Operating budgets of individual schools and offices

q. Contract: eCatalog--Science Supplies
Bid #: PCR-245-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$250,000
Estimated total award value: \$500,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 23
No. of bids received: 14
No. of no-bids received: 1

Description:

This is the annual solicitation issued to establish sourcing for 1,800 items of science supplies used throughout the year by all schools.

Recommendation:

Award of contract is recommended to:

American 3B Scientific, Inc., Tucker, GA
Associated Microscope, Inc., Elon, NC
Benz Microscope Optics Center, Inc., Ann Arbor, MI
Carolina Biological Supply Co., Burlington, NC
Connecticut Valley Biological Supply Co., Southampton, CT
D&H Distributing Co., Harrisburg, PA
Edvotek, Inc., Washington, DC
Fisher Science Education, Inc., Hanover Park, IL
Flinn Scientific, Inc., Batavia, IL
Frey Scientific, Inc., Mansfield, OH
Sargent-Welch, Inc., Buffalo Grove, IL
Science Kit, Inc., Tonawanda, NY
Southern Scientific, Inc., McKenzie, TN

Responsible school or office: Office of Science

Contact Person: Hayes Lantz

Funding Source: Operating budgets 2004-05 of individual schools and offices

r. Contract: eCatalog--Technology Education Equipment and Supplies
Contract #: JNI-735-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$100,000
Estimated total award value: \$200,000

Bid issued: January 31, 2004
Pre-bid meeting date: NA
Due Date: March 1, 2004
No. of vendors issued to: 35
No. of bids received: 8
No. of no-bids received: 5

Description:

A bid was held to establish the annual price agreement for technology education supplies and equipment with bid specifications that included 633 items approved for use in the technology education program in the secondary schools.

Recommendation:

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

Eric Armin, Franklin Lakes, NJ
Kunz, Inc., Baltimore, MD
METCO Supply, Inc., Leechburg, PA
Midwest Technology Products and Service, Sioux City, IA
Omnitron Electronics, Deerfield Beach, FL
Paxton-Patterson, Chicago, IL
Pikesville Lumber, Baltimore, MD
Pitsco, Inc, Pittsburgh, KS

Responsible school or office: Office of Technology Education

Contact Person: Michael Shealey

Funding Source: Operating budgets of individual schools and Office of Technology Education

s. **Contract:** eCatalog--Textbooks--Elementary School Textbooks
Bid #: JN1-739-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$762,000
Estimated total award value: \$1,524,000

Bid issued: January 31, 2004
Pre-bid meeting date: 0
Due Date: March 1, 2004
No. of vendors issued to: 184
No. of bids received: 42
No. of no-bids received: 0

Description:

The bid specifications allowed the bidders to offer pricing for 7,049 elementary school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Recommendation:

Awards are recommended to numerous publishers and vendors

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen McMahan

Funding Source: The operating budget of the individual schools and offices

t. **Contract:** eCatalogs--Textbooks--High School Textbooks
Bid #: JN1-740-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$481,000
Estimated total award value: \$962,000

Bid issued: January 31, 2004
Pre-bid meeting date: 0
Due Date: March 1, 2004
No. of vendors issued to: 192
No. of bids received: 39
No. of no-bids received: 0

Description:

The bid specifications allowed the bidders to offer pricing for 3,481 high school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Recommendation:

Awards are recommended to numerous publishers and vendors

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budget of the individual schools and offices

u. Contract: eCatalogs--Textbooks--Middle School Textbooks
Bid #: JN1-741-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$340,000
Estimated total award value: \$680,000

Bid issued: January 31, 2004
Pre-bid meeting date: 0
Due Date: March 1, 2004
No. of vendors issued to: 194
No. of bids received: 40
No. of no-bids received: 0

Description:

The bid specifications allowed the bidders to offer pricing for 2,380 middle school textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Recommendation:

Awards are recommended to numerous publishers and vendors

Responsible school or office: Office of Secondary Programs

Contact Person: Gwendolyn Grant

Funding Source: The operating budget of the individual schools and offices

v. **Contract:** eCatalog—Textbooks--Special Education School Textbooks
Bid #: JNI-742-04

Term: 1 year **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$50,000

Bid issued: January 31, 2004
Pre-bid meeting date: None
Due Date: March 1, 2004
No. of vendors issued to: 169
No. of bids received: 20
No. of no-bids received: 0

Description:

The bid specifications allowed the bidders to offer pricing for 1,014 special education textbooks that are used in the curriculum. The textbooks are ordered on an as-needed basis by the individual schools or the various curricular offices.

Recommendation:

Awards are recommended to numerous publishers and vendors

Responsible school or office: Office of Special Education

Contact Person: Judith Glass

Funding Source: The operating budget of the individual schools and offices

w. **Contract:** eCatalog--Unique Office Supplies (Classroom/School Office)
BID #: JCO-418-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$190,000
Estimated total award value: \$190,000

Bid issued: January 29, 2004
Pre-bid meeting date: None
Bid due date: February 26, 2004
No. of vendors issued to: 61
No. of bids received: 9
No. of no-bids received: 6
No. of non-responsive: 1

Description:

A bid for the annual price agreement for the unique office supplies (classroom/school office) bid specification includes 120 items approved for use in schools.

Recommendation:

Award of contract is recommended to:

Corporate Express, Hanover, MD
Duplicator Sales, Inc., Towson, MD
FKM Copier Products, Inc., Irvine, CA
Quill Corporation, Lincolnshire, IL
Rudolph's Office Supply, Inc., Baltimore, MD
School Specialty, Inc., Agawam, MA
Smith Office & Computer Supply, Hollywood, FL
Windtree Enterprise, Inc., Boca Raton, FL

Responsible school or office: Office of Purchasing

Contact Person: Rick Gay

Funding Source: Operating budgets of individual schools and offices

2. Contract: Contracted Services--Preventative Maintenance, Start-up, Shutdown, and Repair of Chillers, Cooling Towers, Condensers, and Other AC Equipment

Bid #: JMI-605-04

Term: 8 years **Extension:** 0 **Contract Ending Date:** 3/31/12 (tentative)
Estimated annual award value: \$750,000
Estimated total award value: \$6,000,000

Bid issued: December 4, 2003
Pre-bid meeting date: December 18, 2003
Due Date: March 4, 2004
No. of vendors issued to: 26
No. of bids received: 9
No. of no-bids received: 3

Description:

The Office of Purchasing issued a solicitation that pre-qualifies contractors with the appropriate certifications and properly trained personnel to perform preventative maintenance, start-up, shutdown, and repair of chillers, chiller controls, cooling towers, condensers, and other AC equipment above five tons. The award bidder(s) shall provide services at 87 BCPS schools and/or administrative facilities which encompasses over 100 units. Services provided will be in accordance with manufacturer requirements.

Recommendation:

Award of contract is recommended to the following firms based upon a best-value analysis and evaluation, which included calculating per-site costs of equipment start-up, shutdown and preventative maintenance costs. In addition, an hourly time and materials rate was included within the formula.

Primary	Dynastics, Inc., Baltimore, MD
Secondary	Fidelity Engineering Corp., Sparks, MD

Responsible school or office: Contract Maintenance Services,
Department of Physical facilities

Contact Person: Bill Warrington

Funding Source: Operating budget Department of Physical Facilities

3. Contract: Contracted Services—Marriott’s Hunt Valley Inn – Baltimore
Bid #: RGA-118-04

Term: 1 year **Extension:** NA **Contract Ending Date:** 10/05/05 (tentative)
Estimated annual award value: \$40,000 (To be reimbursed by participants’
registration fees)
Estimated total award value: \$40,000

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

Baltimore County Public Schools will be hosting the 2005 fall conference of the National Federation of Urban Suburban School Districts (NFUSSD) at the Marriott’s Hunt Valley Inn – Baltimore, October 3-5, 2005. All costs for the conference will be reimbursed through the individual conference attendee registration fees and various sponsorships. However, as the fiscal agent for the conference, BCPS could be required to assume some financial liability if all registration fees do not cover expenditures. This liability is covered under the liquidated damages’ clause of the hotel contract with the amount of damages incurred, which are on a sliding scale based on a ratio of filled rooms to unfilled rooms, discounted 15 percent. The past history of this conference has indicated that no fiscal agent has had to pay any liquidated damages due to lack of attendees.

The NFUSSD seeks to serve and represent those urban-suburban school systems that have similar issues and wish to affiliate for unified action. The purpose of the federation is to further the cause of education by:

- Promoting the exchange of ideas and knowledge about issues and concerns of member school systems
- Undertaking important studies unique to member school systems
- Facilitating dissemination of results of these studies through a network of communication between member systems

The federation shares with its members the important research and information on a wide variety of subjects by sponsoring studies, workshops, and seminars. These programs allow member school systems to exchange theories, examine practices, evaluate operations, and benefit from their combined experiences. Some areas of mutual concern are: improved communications; school security; teacher evaluation; student rights and responsibilities; discipline; special education; governance; reductions in force; and finance.

Recommendation:

Award of contract was recommended to:

Marriott's Hunt Valley Inn – Baltimore

Responsible school or office: Office of the Superintendent

Contact Person: Carol Wirtz and Brenda Stiffler

Funding Source: Revenue neutral

4. **Contract:** Diesel Anti-freeze
Bid #: PCR-248-04

Term: 2 years **Extension:** 1 year **Contract Ending Date:** 5/1/07 (tentative)

Estimated annual award value: \$25,000

Estimated total award value: \$75,000

Bid issued: February 12, 2004

Pre-bid meeting date: February 26, 2004

Due Date: March 10, 2004

No. of vendors issued to: 10

No. of bids received: 4

No. of no-bids received: 1

Description:

The Office of Purchasing issued a solicitation to provide diesel anti-freeze to maintain the BCPS fleet of approximately 800 school buses and approximately 350 trucks.

Recommendation:

Award of contract is recommended to:

Tri County Petroleum, Inc., Defiance, PA

Responsible school or office: Office of Transportation

Contact Person: Wayne Hopkins

Funding Source: Operating budget Office of Transportation

5. Contract: Dynamic Indicators of Basic Early Literacy Skills
Bid #: RGA-116-04

Term: 1 year **Extensions:** 0 **Contract Ending Date:** 6/30/05
Estimated annual award value: \$103,000
Estimated total award value: \$103,000

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

We request approval from the Board of Education to purchase the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) assessment, published by Sopris West. DIBELS will be used to screen students who are at risk for reading difficulties, and monitor the progress of early intervention programs in kindergarten through grade 3. In addition to the purchase of the assessment, we request approval to pay Sopris West to provide two-day training sessions for approximately 500 teachers and administrators. Sopris West is the only provider of the materials. The materials are not copyrighted because it is permissible to download the assessments from the DIBELS website. BCPS is choosing to purchase the materials because of the large quantity of paper and manpower it would require to copy the assessments.

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills in students in kindergarten through grade three.

The measures were developed upon the essential early literacy domains discussed in both the National Reading Panel (2000) and National Research Council (1998) reports to assess student development of phonological awareness, alphabetic understanding, and automaticity and fluency with the code. Each measure has been thoroughly researched and demonstrated to be reliable and valid indicators of early literacy development, and predictive of later reading proficiency to aid in the early identification of students who are not progressing as expected. When used as recommended, the results can be used to evaluate individual student development, as well as provide grade-level feedback toward validated instructional objectives.

Maryland State Department of Education has mandated the use of DIBELS in the five BCPS Reading First Schools. This purchase would expand the use to approximately 30

other schools, with the intention of increasing the number of schools using the assessment over the next four years.

DIBELS was chosen based on the mandate by MSDE and national research. Its pilot and implementation is included in the BCPS Master Plan, Performance Goal 1, Indicator, 1.7. In addition, DIBELS has been found to meet the following criteria:

- Reliability and validity are established
- Tests are efficient and economical
- Scoring interpretation and record keeping can be done by computer
- Repeated assessments do not spoil the results
- Subtest content is research-supported
- DIBELS score predicts end-of-year achievement
- Instructional goals for each grade are established
- Decision making for individual children is facilitated

The BCPS Office of Accountability, Testing, and Research were also consulted about using DIBELS as an early literacy-screening tool.

In order to better understand the effectiveness and logistics of using DIBELS, approximately 100 teachers volunteered to pilot the DIBELS in their classrooms during the 2003-2004 school year. Training was conducted in October 2003. In addition to school-based personnel, all staff members in the Offices of Early Childhood Programs and Elementary Reading/Language arts implemented the assessment in classrooms around the county. Focus groups were held in the spring of 2004 to discuss the implementation of the program. Focus group participants agreed unanimously to continue the implementation of the pilot.

Recommendation:

An award of contract is recommended to Sopris West, publishers of DIBELS and provider of professional development

Responsible school or office: Office of Elementary Programs, Language Arts

Contact Person: Jane Lichter

Funding Source: Operating Budget

6. Contract: *Fast Track* Intervention Curriculum Materials
Bid #: RGA-114-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 4/19/09 (tentative)
Estimated total award value: \$288,055 (plus 4% shipping)

Bid issued: NA
Pre-bid meeting date: NA
Due Date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

We request approval from the Board of Education to purchase the *Fast Track* Intervention materials published by the Wright Group/McGraw-Hill. The materials have a 2002 copyright date.

The Office of English and Reading followed the selection process as established in Board Policy 6163.2 and Superintendent's Rule 6163.2. The Office of English and Reading appointed a study committee in September 2002 to examine intervention programs currently on the market. The committee developed criteria for intervention programs based on the scientifically-based research document developed by the National Reading Panel. Using these criteria, the study committee conducted its initial review of multiple intervention programs. The search was then narrowed to two programs to be piloted during the 2003-04 school year. Based on the established criteria for quality and type of materials needed, the second program chosen for pilot in a middle school was *Power Up*, published by Steck Vaughn.

The Intervention Study Committee consisted of representatives from special education, middle school administration, accountability office, middle school department chairs, middle school reading teachers, and middle and elementary program supervisors. All areas of the county were represented. They met with and without vendors present on multiple occasions.

After careful consideration, the committee selected *Fast Track* based on the success of the middle school pilot, in which the Stanford Diagnostic Assessment and *Fast Track* internal assessments have been used to measure and document student progress.

As planned, the Office of English and Reading will initiate the use of *Fast Track* in 29 middle schools and 12 high schools for the 2004-05 school year. They will implement under close monitoring *Levels 1-7*. Elementary schools are under consideration for future adoption to this program.

Fast Track has been selected for the following reasons:

- The program meets the five components recommended by the National Reading Panel
- The program presents selections with a multicultural perspective
- The program incorporates appropriate formative and summative assessments that will help teachers to guide instruction and inform them of student growth in reading
- The program includes a variety of engaging materials on students' reading levels
- The teacher resource materials are highly scripted and structured to ensure a consistent program of delivery for all students
- The program includes expository and literary selections
- The collaborative professional development to be delivered with the vendor and the Office of English and Reading will ensure ongoing technical assistance in helping teachers to deliver the program using the best practices researched for effective reading instruction

Recommendation:

Award the *Fast Track* reading program based on the unanimous decision of the Office of English and Reading and the Intervention Study Committee to the Wright Group/Mcgraw Hill, Bothell, Washington

Responsible school or office: Office of English and Reading and the Office of Elementary Programs

Contact Person: Paula Simon
Carla Zamerelli-Clifford

Funding Source: Textbook Budget and Title II Budget

7. **Contract:** Food Service: Bread Products
BID #: JCO-419-04

Term: 3 years **Extension:** 0 **Contract Ending Date:** 6/30/07 (tentative)
Estimated annual award value: \$678,988
Estimated total award value: \$2,036,964

Bid issued: January 19, 2004
Pre-bid meeting date: None
Bid due date: March 12, 2004
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

The Office of Purchasing issued a solicitation for a multi-year price agreement for the purchase and delivery of various bread products (bagels, white bread, wheat bread, rye bread, pumpernickel bread, hamburger rolls, hot dog rolls, Italian steak rolls, and Kaiser rolls).

For evaluation purposes, bidders were requested to submit prices in two categories: (1) with flour through the government commodities program, and (2) without government commodities. The Office of Food and Nutrition Services has been notified of the availability of commodity flour by the MSDE; therefore, we are accepting the bid without flour.

In this requirements' contract, the term of the contract is definite and the products are defined, but the quantities are estimated. Delivery is made directly to the identified schools. BCPS makes no guarantee that the estimated quantities will be met and/or exceeded. The total-dollar value of the contract is estimated, with the final-dollar amount determined by the actual products purchased during the contract period.

Recommendations:

Award of contract is recommended to:

H & S Bakery, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Funding will be provided by the Office of Food and Nutrition Services

8. Contract: Food Service: Dairy and Related Products
BID #: JCO-420-04

Term: 2 years **Extension:** 1 year **Contract Ending Date:** 6/30/07 (tentative)
Estimated annual award value: \$2,764,190
Estimated total award value: \$8,292,570

Bid issued: January 19, 2004
Pre-bid meeting date: None
Bid due date: March 12, 2004
No. of vendors issued to: 8
No. of bids received: 2
No. of no-bids received: 0
No. of non-responsive: 0

Description:

The Office of Purchasing issued a solicitation for a multi-year price agreement for the purchase and delivery of various dairy and related products (chocolate milk, white 2% milk, white milk, white skim milk, apple and orange juice, yogurt, eggs, and cottage cheese).

The bid specifications were designed to allow all bidders to submit proposals for one or more of the five geographical areas of the county.

In this requirements' contract, the term of the contract is definite and the products are defined, but the quantities are estimated. Delivery is made directly to the identified schools. BCPS makes no guarantee that the estimated quantities will be met and/or exceeded. The total-dollar value of the contract is estimated, with the final-dollar amount determined by the actual products purchased during the contract period.

Recommendations:

Award of contract is recommended to:

Cloverland/Greenspring Dairy, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Funding will be provided by the Office of Food and Nutrition Services

9. Contract: Gasoline and Diesel Fuel
BID #: JCO-447-04

Term: 3 yr. 3 mo. **Extension:** 0 **Contract Ending Date:** 6/30/07 (tentative)
Estimated annual award value: \$1,276,048
Estimated total award value: \$4,147,156

Bid issued: February 26, 2004
Pre-bid meeting date: None
Bid due date: March 12, 2004
No. of vendors issued to: 3
No. of bids received: 3
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid was issued by Baltimore County Government serving as the lead jurisdiction for the Baltimore Regional Cooperative Purchasing Committee (BRCPC) of the Baltimore Metropolitan Council for the purchase and delivery of gasoline and diesel fuels.

The specifications were designed to allow potential bidders to submit proposals in two forms: 1) a fixed factor added to a floating "OPIS"* price on a weekly basis, and 2) a fixed unit price per gallon. Based on market conditions, the lead jurisdiction will have the option to switch from OPIS pricing to firm-fixed pricing in increments of six (6) months or longer at any time during the contract. After completing the firm-fixed pricing for six (6) months or longer, the lead jurisdiction shall have the option to return to OPIS pricing, extend an additional six (6) months at the firm-fixed, nominate for twelve (12) months, eighteen months, or the entire remainder of the contract, whichever is in the best interest of the BRCPC. Each participating agency will establish individual contracts with the award bidder.

*OPIS--Oil Price Information Service Index is based upon the "average" of the Baltimore, MD Refiner to Reseller prices, Freight on Board (FOB) terminals, as listed in OPIS: prices for the purchase of product is based on the OPIS rate of the Monday preceding delivery and may only change as the new OPIS price becomes available. The bid "factor" remains constant during the term of the contract.

Under Board Policy 3210 and Superintendent's Rule 3210, paragraph 4, the Office of Purchasing has the option to issue formal bids or solicit price quotations for requirements having a dollar value less than the statutory bidding requirement. This judgment is based on the value of the purchase, its function, the length of the contract, the need to ensure the vendor's performance, to maintain reliable sources of supply, and to encourage a competitive buying atmosphere. Since the Board of Education has approved our participation in the Baltimore Metropolitan Regional Council Purchasing Cooperative,

and the fact that the pricing was time sensitive, the Office of Purchasing agreed to the contract terms and approved the price quote. Since Board Policy 3215 states that with respect to the award and execution of a contract for expenditures approved by the Board of Education, the Superintendent of Schools shall establish administrative procedures wherein necessary contracts and agreements shall be executed to reflect the range of equipment, supplies, commodities, and services, including construction or renovation projects, regardless of the funding source. With regard to energy contracts for energy commodities, (i.e., electricity, fuel oil, natural gas, gasoline, etc.) whose prices are market and time sensitive, such approval is appropriate and within the scope of duties of the Office of Purchasing. The Office of Purchasing should present to the Board of Education, at their next regularly scheduled board meeting, the price agreement for their approval.

Recommendation:

Award of contract is recommended to:

Petroleum Traders Corporation, Fort Wayne, IN

Responsible school or office: Offices of Transportation and Grounds

Contact Person: Linda Fitchett and Dennis Elkins

Funding Source: Funding will be provided by the Office of Transportation and Physical Facilities-Grounds

10. Contract: Lubricants and Motor Oils
Bid #: PCR-247-04

Term: 2 years **Extension:** 1 year **Contract Ending Date:** 5/1/07 (tentative)
Estimated annual award value: \$75,000
Estimated total award value: \$225,000

Bid issued: February 12, 2004
Pre-bid meeting date: February 26, 2004
Due Date: March 10, 2004
No. of vendors issued to: 10
No. of bids received: 6
No. of no-bids received: 1

Description:

This solicitation was issued to provide lubricants and motor oils for the Offices of Transportation, Maintenance, and Grounds. Proposals were evaluated as an aggregate of six individual items, weighted by projected usage, to provide realistic price evaluation and assure uniformity of product throughout BCPS.

Recommendation:

Award of contract is recommended to:

Tri County Petroleum, Inc., Defiance, PA

Responsible school or office: Office of Transportation

Contact Person: Wayne Hopkins

Funding Source: Operating budgets 2004-05 of Offices of Transportation, Maintenance, and Grounds

11. Contract: *Mathematics Yes*, Online Professional Development
Contract #: RGA-114-04

Term: 2 years **Extension:** 0 **Contract Ending Date:** 4/20/06 (tentative)
Estimated annual award value: \$90,000
Estimated total award value: \$180,000

Quote/bid/proposal issued: December 3, 2003
Pre-bid meeting date: NA
Due date: June 1, 2004
No. of vendors issued to: 1
No. of quotes/bids/proposals received: 1
No. of no-bids received: 0

Description:

The Department of Elementary Programs, Office of Mathematics, is seeking Board of Education approval to purchase the online professional development course, *Mathematics Yes!*, from McGraw Hill Professional Development Department. The content and pedagogy of the course is directly aligned to the textbook and the BCPS curriculum.

Alignment to the *Blueprint for Progress*

Goal 1: By 2007, all students will reach high standards, as established by the Baltimore County Public Schools and state proficiency levels in reading/language arts, mathematics, science, and social studies.

Indicator 1.1: All diploma-bound students in grades 3-8 and 10 will meet or exceed Maryland School Assessment (MSA) standards.

Strategies:

- f. Develop and implement instructional strategies that include multiculturalism and differentiation.
- k. Identify and consistently implement a common core of research-based instructional practices resulting in more purposeful and engaging work for students.
- y. Provide professional development opportunities to teachers, paraprofessionals, and principals in the content areas.

The requested funding would purchase a subscription to the course for passwords to access the course on the McGraw Hill website for 500 general, special education, and ESOL elementary mathematics educators. This professional development opportunity provides an alternative to the after-school or weekend professional development model currently used for continuing education for teachers. The course consists of five modules that take three five-hour sessions to complete. The online course emphasizes mathematics content as well as the strategies and techniques that reflect researched-based best practices that are to be used to teach mathematics. Participants access the course using

the Internet with the use of a CD, which contains the video clips of the lessons and a teacher trainer. During the online lesson, participants watch and listen to video clips of an instructor who discusses critical content and strategies that can be used to teach the content. Course participants are engaged in a variety of mathematical activities to help them extend his/her own math content knowledge. In addition, participants reflect and extend his/her knowledge on how to teach this content to meet the diverse needs of students in the classroom. Participants demonstrate his/her understanding and learning through online journals and activities that are recorded and viewed by the instructor. There is also an online discussion group that is created to allow participants time to ask questions, make comments, suggestions, and observations about the module being studied. Participants also review the goals, objectives, and content for the unit, and relate it to what they teach in the classroom, identifying prerequisite skills and appropriate extension activities. There is a direct connection to the textbook where participants can connect his/her knowledge and understanding directly to the classroom (*McGraw Hill has completed a custom connection to the *Math in My World* textbook series used by BCPS schools).

Course participants work with a math mentor (instructor from Department of Elementary Programs, Mathematics) to discuss the content and teaching practices shown in the video clips. Participants attend an orientation session to receive their passwords and log on information and five reflection sessions. During these reflection sessions, the math mentor (instructor) addresses any misconceptions or areas in content that need review or extension, change in teaching practices, and preparation for the next module.

Course Assessment: There are both formative and summative assessments built into the course. Formative: Teachers work online between the reflection sessions to complete the module and complete the assignment for each module. The instructor reads the participant's portfolio and responds to the participant as the course progresses. There is an online discussion group for each section of the course so they may share questions, comments, and observations about the content and methods. Summative: Participants will complete a final project that is outlined in the course syllabus and reflects the participant's change in teaching practices.

Possible Use: This program offers great flexibility for teachers and resource staff in the central office and within the school. The course can be offered in the following ways:

- In-service Course--Continuing Education credit
- School-based mathematics content course--faculty and administrators can become a cohort of a course and do the training as a staff
- Grade Level/Individual need--resource staff within the school to train teachers in areas of identified need
- Audience: Administrators, teachers, paraprofessionals

The program has been previewed by personnel in the Office of Elementary Mathematics, by School-based math resource teachers, representatives from the Offices of Instructional Technology, and the Department of Special Education. These offices have reviewed the content of the course for correct content, pedagogy, and correlation to the BCPS

Mathematic curriculum. They have reported use of the online course during grade level meetings and meetings with individual teachers to assist in the explanation of content or teaching methods. Teachers and resource teachers have reported a high degree of satisfaction with the program. Course participants have reported the following benefits of the course:

- The program has made important content and principles understandable and clear
- The content is relevant and useful
- The flexibility of doing the course at home, based on their own schedules
- The video clips were helpful in understanding what the content looks like in the classroom by both the instructor and the students
- The supplemental resources were very helpful, saved time, and were a resource for new ideas

Recommendation:

Award of contract is recommended to the following firm:

McGraw Hill Professional Development, Carlsbad, CA 92008

Responsible school or office: Department of Elementary Programs, Office of Mathematics

Contact Person: Linda Schoenbrodt

Funding Source: Grant Funding and operating budget

12. Contract: Supplies Contract--Sport Floor-care Finish, Cleaner, and Mop Treatment
Bid #: JMI-608-04

Term: 4 years **Extension:** 0 **Contract Ending Date:** 4/30/08 (tentative)
Estimated annual award value: \$40,000
Estimated total award value: \$160,000

Bid issued: March 4, 2004
Pre-bid meeting date: N/A
Due Date: March 18, 2004
No. of vendors issued to: 5
No. of bids received: 3
No. of no-bids received: 1

Description:

The Office of Purchasing issued a solicitation for an indefinite-quantity contract for sport floor-care finish, cleaner, and mop treatment products. Approved products have been thoroughly evaluated by the Office of Maintenance evaluation committee. The scope involves providing specified sport floor-care finish, cleaner, and mop treatment products to be delivered to the BCPS Distribution Center. Application of product and/or installation will be provided by BCPS or other entities specified by BCPS.

Recommendation:

Award of contract is recommended to:

Citrus Scrub 'N Shine (525FR)	Best Supply, Inc., Baltimore, MD
Nu-Tral Cleaner (507FC)	Best Supply, Inc., Baltimore, MD
H2O Dustreat (1113FC)	Best Supply, Inc., Baltimore, MD
Sport Kote (222SF)	Best Supply, Inc., Baltimore, MD
*Slam Dunk Gym Finish	City Group, Inc., Jessup, MD
*Film Free Neutral Cleaner	Sterling Chemical Co., Timonium, MD
*Hydrofin SCU Aliphatic Urethane Finish	Sterling Chemical Co., Timonium, MD
*Watertreat	Sterling Chemical Co., Timonium, MD

* These products are being awarded for testing purposes only and have not been fully evaluated and approved for use by the paint evaluation committee.

Responsible school or office: Division of Physical Facilities, Office of Operations

Contact Person: Bill Wingerd

Funding Source: Operating budget for Office of Operations

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – ADA UPGRADES AT CHESAPEAKE
TERRACE ELEMENTARY SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – ADA Upgrades at Chesapeake Terrace Elementary School.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract ADA Upgrades at Chesapeake Terrace Elementary School April 20, 2004

On March 29, 2004, five (5) bids were received for the ADA renovations at Chesapeake Terrace Elementary School - Bid #JCO-441-04. This project consists of ADA modifications to a set of student restrooms and a set of restrooms for the Department of Recreation and Parks. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to E. Pikounis Construction Company, the lowest responsive bidder, in the amount of \$48,691.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$4,869.10, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director

Baltimore County Public Schools
Chesapeake Terrace Elementary School - ADA Upgrades
Bid Number: JCO-441-04
Bid Due Date: March 29, 2004

Bidders' Names					
	E. Pikounis Construction Company	RWC Contracting, Inc.	JAK Construction	Mirabile Construction	Orfanos Construction
Base Bid:	\$48,691.00	\$49,800.00	\$65,000.00	\$70,590.00	\$87,000.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – ADA UPGRADES AT MARS ESTATES
ELEMENTARY SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – ADA Upgrades at Mars Estates Elementary School.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract ADA Upgrades at Mars Estates Elementary School April 20, 2004

On March 29, 2004, five (5) bids were received for the ADA renovations at Mars Estates Elementary School - Bid #JCO-441-04. This project consists of ADA modification to two sets of student restrooms and the installation of a chairlift. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to E. Pikounis Construction Company, the lowest responsive bidder, in the amount of \$79,847.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$7,984.70, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Kremel, Ph.D.
Executive Director

**Baltimore County Public Schools
Mars Estates Elementary School - ADA Upgrades
Bid Number: JCO-441-04
Bid Due Date: March 29, 2004**

Bidders' Names					
	E. Pikounis Construction Company	RWC Contracting, Inc.	JAK Construction	Mirabile Construction	Orfanos Construction
Base Bid:	\$79,847.00	\$84,800.00	\$87,000.00	\$108,946.00	\$113,000.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – ADA UPGRADES AT RODGERS FORGE
ELEMENTARY SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – ADA Upgrades at Rodgers Forge Elementary School.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract ADA Upgrades at Rodgers Forge Elementary School April 20, 2004

On March 29, 2004, five (5) bids were received for the ADA renovations at Rodgers Forge Elementary School - Bid #JCO-438-04. This project consists of ADA modification of three sets of student restrooms, a set of faculty restrooms, and a set of restrooms for the Department of Recreation and Parks. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to E. Pikounis Construction Company, the lowest responsive bidder, in the amount of \$89,446.00.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$8,944.60, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
 Rodgers Forge Elementary School - ADA Upgrades
 Bid Number: JCO-438-04
 Bid Due Date: March 29, 2004**

Bidders' Names					
	E. Pikounis Construction Company	RWC Contracting, Inc.	J.A.K. Construction	Tito Contractors, Inc.	Orfanos Contractors
Base Bid:	\$89,446.00	\$125,800.00	\$127,000.00	\$135,900.00	\$150,125.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – REROOFING PROJECT AT PARKVILLE MIDDLE SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Reroofing Project at Parkville Middle School

Appendix I – Recommendation for Award of Contract

Appendix I

Recommendation for Award of Contract Reroofing Project at Parkville Middle School April 20, 2004

On February 12, 2004, twelve (12) bids were received for the reroofing project at Parkville Middle School - Bid #RHA-302-04. This project consists of replacing the sections of the roof above the cafeteria area and the library with a new four-ply, built-up roofing system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Phoenix Contracting Services, Inc., the lowest responsive bidder, in the amount of \$162,376.00 for the Base Bid plus Add Alternate #1. This Add Alternate includes removing and resetting brickwork at locations where new reglets will be installed.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$16,237.60 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project #671 - Roof Rehabilitation.

APPROVED:


Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Parkville Middle School – Reroofing Project
Bid Number: RHA-302-04
Bid Due Date: February 12, 2004**

Bidders	Base Bid	Add Alternate #1	Add Alternate #2	Base Bid Plus Add Alternate #1:
Phoenix Contracting Services, Inc.	\$158,576.00	\$3,800.00	\$3,500.00	\$162,376.00
Alliance Roofing, Inc.	\$179,970.00	\$25,590.00	\$3,540.00	\$205,560.00
Cole Roofing Company, Inc.	\$196,680.00	\$22,061.00	\$4,921.00	\$218,741.00
Trinity General Contracting, Inc.	\$203,500.00	\$20,900.00	\$3,700.00	\$224,400.00
Vatica Contracting, Inc.	\$221,300.00	\$26,000.00	\$8,400.00	\$247,300.00
Interstate Corporation	\$232,000.00	\$20,000.00	\$10,000.00	\$252,000.00
KI Construction Company, Inc.	\$244,850.00	\$19,895.00	\$12,705.00	\$264,745.00
Brothers Construction Company, Inc.	\$249,000.00	\$21,000.00	\$10,000.00	\$270,000.00
Simpson of Maryland, Inc.	\$245,000.00	\$30,000.00	\$7,000.00	\$275,000.00
J & K Contracting, Inc.	\$292,000.00	\$8,000.00	\$7,500.00	\$300,000.00
J.E. Wood & Sons	\$318,813.00	\$27,500.00	\$15,180.00	\$346,313.00
Autumn Contracting, Inc.	\$329,000.00	\$55,000.00	\$26,000.00	\$384,000.00

Add Alternate 1: Remove and reset three (3) courses of brick at new reglets

Add Alternate 2: Upgrade galvanized steel flashing to lead coated copper flashing

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – REROOFING PROJECT AT OVERLEA HIGH SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Reroofing Project at Overlea High School

Appendix I – Recommendation for Award of Contract

Appendix I

Recommendation for Award of Contract Reroofing Project at Overlea High School April 20, 2004

On February 19, 2004, eleven (11) bids were received for the reroofing project at Overlea High School- Bid #RHA-319-04. This project consists of replacing the existing roofing system with a new four-ply, built-up roofing system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to KI Construction Company, Inc., the lowest responsive bidder, in the amount of \$884,230.00 for the Base Bid plus Add Alternate #1. This Add Alternate includes removing and resetting brickwork at locations where new reglets will be installed.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$88,423.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project #671 - Roof Rehabilitation.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Overlea High School – Reroofing Project
Bid Number: RHA-319-04
Bid Due Date: February 19, 2004**

Bidders	Base Bid	Add Alternate #1	Add Alternate #2	Base Bid Plus Add Alternate #1:
KI Construction Company, Inc.	\$843,100.00	\$41,130.00	\$43,000.00	\$884,230.00
Brothers Construction Company, Inc.	\$945,000.00	\$15,000.00	\$15,000.00	\$960,000.00
Interstate Corporation	\$944,000.00	\$18,205.00	\$25,000.00	\$962,205.00
CitiRoof Corporation	\$987,000.00	\$4,800.00	\$36,000.00	\$991,800.00
Cole Roofing Company, Inc.	\$1,019,091.00	\$55,000.00	\$4,254.00	\$1,074,091.00
Phoenix Contracting Services, Inc.	\$1,071,000.00	\$29,500.00	\$6,500.00	\$1,100,500.00
GBA Contracting, Inc.	\$1,114,200.00	\$3,500.00	\$5,700.00	\$1,117,700.00
J. E. Wood & Sons	\$1,045,900.00	\$75,400.00	\$8,400.00	\$1,121,300.00
Alliance Roofing, Inc.	\$1,062,202.00	\$78,500.00	\$1,400.00	\$1,140,702.00
Vatica Contracting, Inc.	\$1,116,400.00	\$70,000.00	\$9,800.00	\$1,186,400.00
Simpson of Maryland, Inc.	\$1,129,000.00	\$87,000.00	\$35,000.00	\$1,216,000.00

Add Alternate 1: Remove and reset three (3) courses of brick at new reglets

Add Alternate 2: Upgrade galvanized steel flashing to lead coated copper flashing

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – REROOFING PROJECT AT OWINGS MILLS ELEMENTARY SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Reroofing Project at Owings Mills Elementary School

Appendix I – Recommendation for Award of Contract

Appendix I

Recommendation for Award of Contract Reroofing Project at Owings Mills Elementary School April 20, 2004

On February 19, 2004, ten (10) bids were received for the reroofing project at Owings Mills Elementary School- Bid #RHA-307-04. This project consists of replacing the section of roof for the original 1926 section of this school with a new four-ply, built-up roofing system. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Cole Roofing, the lowest responsive and responsible bidder, in the amount of \$166,141.00 for the Base Bid plus both Add Alternates. These Add Alternates include removing and resetting brickwork at locations where new reglets will be installed and upgrading to lead coated copper flashing.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$16,614.00 to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project #671 - Roof Rehabilitation.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Owings Mills Elementary School – Reroofing Project
Bid Number: RHA-307-04
Bid Due Date: February 19, 2004**

Bidders	Base Bid	Add Alternate #1	Add Alternate #2	Base Bid plus Add Alternates
Cole Roofing	\$152,115.00	\$13,310.00	\$716.00	\$166,141.00
Alliance Roofing	\$166,123.00	\$16,000.00	\$4,800.00	\$186,923.00
J.E.Wood & Sons Co.	\$167,410.00	\$21,250.00	\$6,800.00	\$195,460.00
Vatica Contracting	\$190,700.00	\$13,000.00	\$1,500.00	\$205,200.00
KI Construction	\$188,000.00	\$11,000.00	\$7,830.00	\$206,830.00
J & K Contracting Inc.	\$185,000.00	\$15,000.00	\$8,500.00	\$208,500.00
Phoenix Contracting	\$188,480.00	\$24,000.00	\$2,800.00	\$215,280.00
Brothers Construction	\$208,800.00	\$7,425.00	\$10,000.00	\$226,225.00
Interstate Corporation	\$265,000.00	\$13,750.00	\$5,000.00	\$283,750.00
Autumn Contracting	\$252,300.00	\$26,000.00	\$10,000.00	\$288,300.00

Add Alternate 1: Remove and reset three (3) courses of brick at new reglets

Add Alternate 2: Upgrade galvanized steel flashing to lead coated copper flashing

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – BOILER REPLACEMENT AT RANDALLSTOWN HIGH SCHOOL**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
Clarence H. Foard, Mechanical Engineer
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Boiler Replacement at Randallstown High School.

Appendix I – Recommendation of Award of Contract

Appendix I

Recommendation for Award of Contract Boiler Replacement at Randallstown High School April 20, 2004

On March 31, 2004, three (3) bids were received for the boiler replacement at Randallstown High School - Bid #JMI-620-04. This project consists of providing new boiler burner units, new flues, and related piping. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to American Combustion Industries, Inc., the lowest responsive bidder, in the amount of \$462,200.00 for the Base Bid plus Add Alternates #1 and #2. These Add Alternates include the installation of a new feed water system.

At this time, we also request approval of a 10% Change Order Allocation in the amount of \$46,200.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for this project is available in Capital Budget Project # 665 – Major Maintenance.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Randallstown High School – Boiler Replacement
Bid Number: JMI-620-04
Bid Due Date: March 31, 2004**

	Bidders' Names		
	American Combustion Industries, Inc.	M&M Welding and Fabricators	American Mechanical Services
Base Bid Price:	\$432,000	\$535,000	\$574,250
Add Alternate #1: <i>Provide new feed water system</i>	\$28,400	\$36,000	\$33,400
Add Alternate #2: <i>Remove ACM for installation of new feed water system</i>	\$1,800	\$2,000	\$4,200
Add Alternate #3: <i>Provide new domestic hot water heaters</i>	\$157,400	\$196,000	\$183,000
Add Alternate #4: <i>Remove ACM for installation of new hot water heaters</i>	\$1,900	\$2,000	\$6,000
Base Bid Plus Add Alternates #1 and #2:	\$462,200	\$573,000	\$611,850

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **AWARD OF CONTRACT – EXTERIOR DOOR REPLACEMENT AT
DULANEY HIGH, MIDDLEBOROUGH ELEMENTARY, AND
HALETHORPE ELEMENTARY SCHOOLS**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director
Department of Physical Facilities
Richard H. Cassell, P.E., Administrator
Office of Engineering and Construction
George J. Colburn, Supervisor Special Projects
Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an award of contract.

Award of Contract – Exterior Door Replacement at Dulaney High, Middleborough Elementary, and Halethorpe Elementary Schools.

Appendix I – Recommendation of Award of Contract

Appendix I

**Recommendation for Award of Contract
Exterior Door Replacement at Dulaney High, Middleborough Elementary,
and Halethorpe Elementary Schools
April 20, 2004**

On March 30, 2004, three (3) bids were received for Dulaney High, Middleborough Elementary, and Halethorpe Elementary Schools - Bid #JMI-630-04. These projects consist of furnishing and installing new exterior doors, frames, and associated door hardware. A summary of the bids received is attached. Based on the bids received, the Department of Physical Facilities recommends an award of contract to Builders Hardware Corporation, the lowest responsive bidder, in the amount of \$403,150.00 for all three schools.

At this time, we also request approval of a 10% Change Order Allocation in the aggregate amount of \$40,315.00, to cover any unforeseen conditions and minor changes to the contract, to be authorized and approved by the Building Committee in accordance with Board Policy.

Funding for these projects is available through the Fiscal Year 2004 Aging Schools Program.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

**Baltimore County Public Schools
Dulaney High, Middleborough Elementary, and Halethorpe Elementary
Schools – Exterior Door Replacement
Bid Number: JMI-630-04
Bid Due Date: March 30, 2004**

BIDDERS	BASE BID
Dulaney High School	
Builders Hardware Corporation	\$173,450.00
Atlantic Door Control, Inc.	\$189,487.00
Tito Contractors	\$266,924.00
Middleborough Elementary School	
Builders Hardware Corporation	\$113,000.00
Atlantic Door Control, Inc.	\$119,937.00
Tito Contractors	\$166,600.00
Halethorpe Elementary School	
Builders Hardware Corporation	\$116,700.00
Atlantic Door Control, Inc.	\$128,983.00
Tito Contractors	\$188,104.00

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **RECOMMENDATION OF CONTRACT MODIFICATION –
CONSTRUCTION MANAGEMENT SERVICES AT NEW TOWN
HIGH SCHOOL**

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

RESOURCE

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

RECOMMENDATION

That the Board of Education approves a contract modification.

Recommendation for Contract Modification – Construction Management Services at New Town High School.

Appendix I – Recommendation for Contract Modification

Appendix I

Recommendation for Contract Modification - Construction Management Services at New Town High School April 20, 2004

On September 12, 2000, the Board of Education approved a contract with Oak Construction Corporation to provide Construction Management Services for the construction of New Town High School. In order to complete this project, it became necessary for the Construction Manager to employ the services of outside contractors to complete miscellaneous punch list items. The costs associated with completing these punch list items will be deducted from the dollars held in retainage by Baltimore County Public Schools for the various construction packages. In order to compensate the Construction Manager for employing the outside contractors, it is necessary to increase the dollar value approved for reimbursable expenses by an additional \$18,000.00.

This increase has been reviewed by our in-house engineering staff and found reasonable. At this time, the Department of Physical Facilities requests approval to increase the contract with Oak Construction Corporation in the amount of \$18,000.00 for additional reimbursable expenses at New Town High School.

Funding for this increase is available from Capital Budget Project # 625 – New Town High School.

APPROVED:



Donald F. Krempe, Ph.D.
Executive Director

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **OFFICE OF THIRD PARTY BILLING ANNUAL REPORT
2002 - 2003**

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

**RESOURCE
PERSON(S):** Barbara Burnopp, Executive Director for Fiscal Services
Charles Tyler, Fiscal Supervisor, Third Party Billing

INFORMATION

The attached is an update on the Office of Third Party Billing for the 2002 – 2003 school year. Information provided includes an historical overview, major accomplishments, revenues and expenses, training reports, and next steps for the Third Party Billing program.

* * * * *

- Appendix I – Third Party Billing Annual Report 2003

Baltimore County Public Schools

Office of Third Party Billing

Annual Report

2002-2003 School Year

**Report Composed by:
Charles Tyler, Fiscal Supervisor
Office of Third Party Billing
January 2004**

BALTIMORE COUNTY PUBLIC SCHOOLS

**Division of Business Services
Department of Fiscal Services**

**Office of Third Party Billing
Charles Tyler, Jr., Fiscal Supervisor**

**Suzanne Belt
Accountant**

**Debbie Henninger
Autism Waiver Facilitator**

**Kay Crofoot
Administrative Secretary**

**Jane Mullen
Infants & Toddlers Administrative Secretary**

**Amanda Killian
Data Clerk**

**Susan Lidard
Data Clerk**

**Nadine Ruocco
Data Clerk**

**Report prepared by:
Office of Third Party Billing
January 2004**

**OFFICE OF THIRD PARTY BILLING
2002-2003 ANNUAL REPORT**

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Office of Third Party Billing

Annual Report

July 2002 – June 2003

I. Historical Overview

The Third Party Billing program commenced in the spring of 1992 as a collaborative effort between Baltimore County Public Schools (BCPS) and the Baltimore County Department of Health (BCDH). Third Party Billing is a systemwide effort of the BCPS designed to recover health care costs from Medicaid for health care services rendered to BCPS students. Related services are provided and submitted for billing by speech/language pathologists, occupational therapists, physical therapists, audiologists, psychologists, nurses, and social workers. Transportation services provided to special education students were added as a billable service in 1999. Currently, there are 5,509 eligible special education students identified in Baltimore County. These students constitute 40.81% of the Special Education population and 5.12% of the students attending BCPS. Funds recovered from the Third Party Billing program supplement existing programs by creating a host of staff positions, as well as supplies and equipment from several programs. Some of these items are listed below:

STAFF

- 5 speech/language pathologists
- 5 Psychologists
- 54 special education teachers
- 10 school social workers
- 3 pupil personnel workers
- 24 instructional assistants
- 9 interpreters
- 23 health assistants

SUPPLIES & EQUIPMENT

- speech/language therapy
- psychology
- social work
- occupational therapy
- physical therapy
- nursing services
- school-based health centers

Beginning with the 1993-94 school year, Medicaid approved regulations for the billing of case management services. Baltimore County was the first jurisdiction in the state to submit case management claims to Medicaid. Case management data is submitted by special education teachers or speech/language pathologists who coordinate special education services for students. A portion of the case management funds are returned to each school participating in the program based upon the number of case management encounter data forms submitted for case management. Schools have utilized the additional funds for the following staff positions, supplies, and materials.

STAFF

- parent helpers
- instructional assistants
- speech pathologists
- psychologists
- reading specialists
- special education teachers

SUPPLIES & EQUIPMENT

- adaptive equipment
- test forms and kits
- special education curriculum materials
- audio equipment
- speech supplies
- computers, printers, & software
- spellers

II. Major Accomplishments of the Office of Third Party Billing

- Commenced billing for Autism Waiver Services, which generated additional revenue of \$1,183,097 (14%)
- Increased identification of special education Medicaid eligible students by 12.8% over FY 2002 (See Exhibit A)
- Increased total Third Party revenue for BCPS by 26.2% over FY 2002 (See Exhibit F)
- Revised and improved Third Party Billing encounter data form to enhance compliance with regulations
- Conducted training sessions for IEP chairpersons regarding Case Management procedures
- Monitored all case management encounter data forms received from schools in order to determine compliance of schools
- Expanded Medicaid eligibility file for all special education students with assistance of schools
- Provided technical assistance and training to case managers in schools in order to understand Medicaid requirements
- Issued 150 Certificate of Achievement awards to schools (See Exhibit G)
- Updated Case Management, Related Services, and Infants and Toddlers training manuals
- Updated Administrator's Guide to Accessing Third Party Billing Funds
- Held 98 School-Based Training Sessions for 689 Special Education Teachers and Administrators
- Consulted with the Department of Health and Mental Hygiene (DHMH) and the Maryland State Department of Education (MSDE) on Office of Inspector General (OIG) audit findings (See Section IX)
- Updated programming/procedures to comply with the Health Insurance Portability and Accountability Act of 1996, known as HIPAA.

III. Special Education Medicaid Population

Presently, the BCPS has 5,509 Medicaid eligible special education children for whom encounter data forms are collected and claims submitted to Medicaid. This figure constitutes 5.12% of the children currently receiving special education services. Exhibit A denotes the increase in BCPS students who are eligible for the Third Party Billing program by fiscal year. The increase from the 2001-2002 school year was 625, a 12.8% increase. This accomplishment is directly correlated to the heightened effects of Principals, IEP Chairs, Special Educators, and Related Service providers to secure additional Medicaid information from parents. The Office of Third Party Billing has also modified its own internal process and procedures in order to assist in the Medicaid determination process. On a weekly schedule, the data in the student data tracking system is matched against the data in the Third Party Billing system. The result is a report of students who are new to special education. This list is then checked using the electronic verification system in order to determine Medicaid eligibility. Schools are then informed regarding the status of

the student and can submit encounter data forms for reimbursement. Exhibit B shows the process for a Third Party Billing registration.

IV. School Based Training Sessions

One of the trademarks of the Office of Third Party Billing is to provide a wide array of training sessions to BCPS employees. These sessions include related service provider training sessions, IEP chair training sessions, and school-based training sessions.

Related service provider training sessions are usually refresher meetings designed to communicate new information regarding billing procedures to returning employees. As needed, separate training sessions are held for related service providers who are new to BCPS. These training sessions are more intensive, and are designed for employees who have a varied knowledge of billing requirements and procedures. Each attendee receives a Related Service Training Manual, which is revised annually in order to ensure accurate information for school-based staff. Enclosed, as Exhibit C, is a chart of the percentage of related service encounter data forms received by discipline.

Training for all IEP chairs is completed annually. The sessions are designed to provide an overarching approach to the Third Party Billing program. In addition, the sessions show the IEP chairs how to ensure accountability in the submission of case management encounter data forms.

The Office of Third Party Billing also provides school-based training sessions. Such meetings allow the special education teachers and other service providers the opportunity to ask detailed questions in a small group setting. All meeting attendees receive a Case Management Training Manual, which is revised on an annual basis. Exhibit D delineates the training sessions provided during the 2002-2003 school year.

For the 2002-2003 school year, the Office of Third Party Billing provided a survey to all School-Based Training session participants. The results of the survey are attached as Exhibit E.

Based upon the various comments made by the participants in the training sessions, the Office of Third Party Billing implemented some changes, including providing the survey to training participants no later than 2 weeks after the session and developing a list of common mistakes for those who are new to completing Third Party Billing forms.

V. Third Party Billing Revenues and Expenditures

A graph of Third Party Billing revenues is attached as Exhibit F. For fiscal year 2003, the Office of Third Party Billing generated a total of \$10,746,787 in revenue, a 26.2% increase over fiscal year 2002. This includes \$1,183,097 as a result of initiating billing for the Autism Waiver Program.

VI. Incentive Programs

The Office of Third Party Billing has a strong incentive program in place in order to increase the potential reimbursement for services, and to hold schools and offices accountable for the documentation of services.

One of the largest components of the incentive program is the return of a portion of the case management funds to each school. The Principal, IEP Chair, and Case Managers are given the opportunity to determine how the returned funds can be utilized to support, expand, and enhance special education and health related services in their school. The funds that are allocated are based upon a percentage of the data submitted. This process ensures equity in the distribution based upon the number of Special Education Medicaid eligible students at each school. Individual schools have received from \$25 to \$30,000 annually in funds for their special education program through this initiative.

An additional incentive for schools is the Certificate of Achievement. Commenced in 1996, the Office of Third Party Billing produces a certificate of achievement for each school that submits 95% or more of its potential case management encounter data. The awards are presented to principals and many of these awards can be seen displayed in the school lobby and showcases. A chart delineating the number of schools that have received this award in the past six years is attached as Exhibit G.

VII. Accountability

A major reason for the success of the Third Party Billing program is accountability. The Office of Third Party Billing holds schools and related service office heads accountable for the submissions of encounter data forms. On a bimonthly basis, all principals receive a report from the Office of Third Party Billing. This report shows each case management encounter data form submitted, the procedure code, date of service, and provider name. The school-based staff can use this report as a receipt to ensure that all data were received, and also determine what data have not been submitted. Typically, the dissemination of this information leads to a large increase in the encounter data submitted to the Office of Third Party Billing.

The Office of Third Party Billing also produces reports on encounter data forms submitted for all related service office heads. This report allows the office head to monitor the staff at each school. In many instances, the submission of encounter data forms can be linked directly to the caseloads of many providers. The use of real-time data as a monitoring tool is an important factor in holding staff accountable for documenting services rendered to special education Medicaid eligible students.

VIII. HIPAA Compliance

In 1996, President Clinton signed into law the Health Insurance Portability and Accountability Act, known as HIPAA. The HIPAA regulations include two components: the privacy component and the electronic data transaction component. With the privacy component, all records that contain medical information must be kept and maintained in a manner to ensure that privacy is not breached. In order to comply with the Federal regulations, the Office of Third Party Billing instituted procedures for staff to lock all file cabinets containing medical information, and has also implemented a process where screen saver passwords have been placed on computers so that information cannot be accessed if a user is away from his or her desk.

The second component of HIPAA compliance is the electronic data transaction component. This change requires BCPS to use a new format for billing, which has been approved by the Federal Government. The format change will allow for a standard billing across the nation. The DHMH will play a significant role in the process when school systems begin testing the data interchange. BCPS has been asked to pilot the testing with DHMH as the school system and state become compliant with the regulations. All entities have until January 2004 to comply with the Federal HIPAA regulations. The Office of Third Party Billing has been working with the Department of Information Technology to ensure compliance with the HIPAA regulations.

IX. Office of the Inspector General Audit

In December 2001, the Office of Third Party Billing was visited by the auditors from the Office of the Inspector General (OIG). This visit was a part of an audit of the State of Maryland with regard to Medicaid dollars billed by school systems. The OIG auditors visited eight jurisdictions in the State of Maryland, including: Alleghany, Anne Arundel, Baltimore City, Baltimore, Harford, Montgomery, Prince George's and Wicomico.

In May 2003 the OIG shared its final report with MSDE and DHMH. The BCPS staff and our Assistant County Attorney worked diligently to assist the MSDE and DHMH to respond to the draft and final reports from the OIG.

Third Party Billing and the BCPS law office have worked with MSDE to evaluate responses to the audit, as many of the findings of the audit appear to be questionable due to a general lack of guidance as well as some broad federal policies and procedures.

As of the printing of this report, final resolution of the audit and amounts to be paid back were still unresolved.

The OIG disclosed six (6) basic errors that were prevalent across the State of Maryland:

- Provider not qualified
- Written case management services provided
- Student not present for service
- Services not authorized on IEP
- No authorized Medical Assistance service on the billing date
- Insufficient documentation

X. Self-Monitoring of Processes

The Office of Third Party Billing has a very rigorous process for monitoring all encounter data that is received in the office. For example, all encounter data forms are reviewed for errors, and the erroneous forms returned to providers for corrections. In addition, the computer database verifies the accuracy of the date of the service and verifies that the services are actually included in the IEP of the student.

Based upon the OIG audit, the MSDE has mandated that each local education agency set up a self-monitoring process, and have it approved by the MSDE. The Office of Third Party Billing has worked collaboratively with the Office of Internal Audit and MSDE to develop a more comprehensive self-monitoring process. The results of the self-monitoring work performed by the Office of Third Party Billing and the Internal Auditors are enclosed as Exhibit H.

XI. School-Based Health Center Billing

BCPS has been billing for School-Based Health Center Services provided to students since 1995. BCPS bills private insurance companies and Medicaid annually for School-Based Health Center services. Exhibit I details the number of services provided by School-Based Health Centers annually since 1995. Exhibit J details the funds generated by School-Based Health Center Services.

XII. Administrative Claiming

The MSDE and DHMH have worked collaboratively since 1999 to develop and implement an Administrative Claiming program. In early 2001, the Centers for Medicare and Medicaid Services (CMS) approved the State of Maryland plan for Administrative Claiming. The State of Maryland halted implementation phase of the Administrative Claiming program due to comments made by the OIG Auditors in 2002. Currently, the Administrative Claiming program is being overhauled at the Federal level.

XIII. Therapeutic Behavioral Aides

The MSDE is working with the DHMH in order to approve new regulations for the billing of Therapeutic Behavioral Aide services. In order for the service to be reimbursable, the Therapeutic Behavioral Aides must be supervised by a school Psychologist, social worker, or counselor, the service must be detailed on the IEP, and have a behavioral plan in effect.

The Therapeutic Behavioral Aides must be trained in the principles of behavioral management and appropriate methods of preventing or decreasing maladaptive behaviors relevant to the behavioral needs of the student.

The MSDE and DHMH are expecting that the regulations for billing will be approved in early 2004. The amount of revenue anticipated from billing for these services has not yet been determined.

XIV. Autism Waiver Program

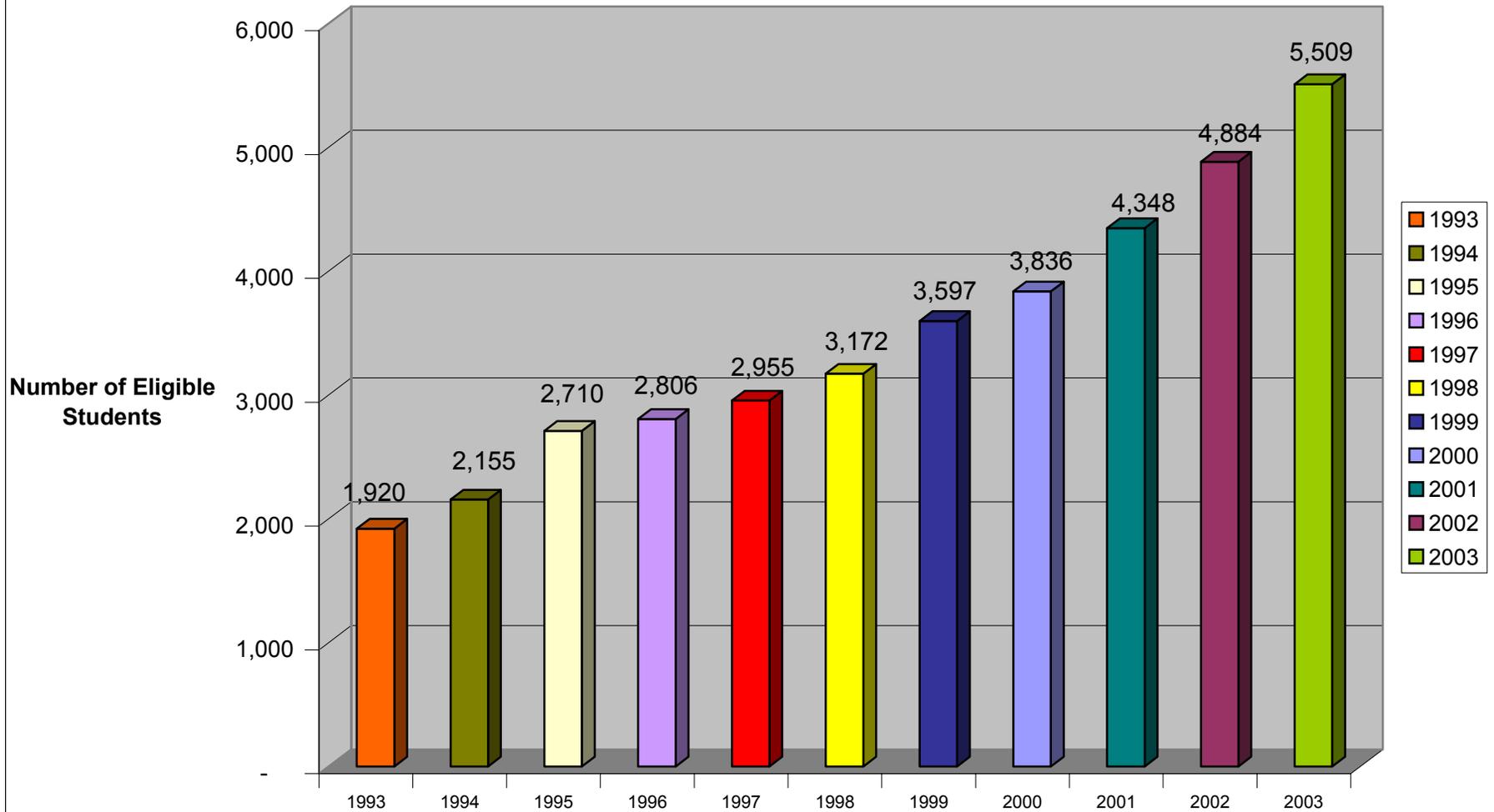
During the 2002-2003 school year, many changes were made regarding the BCPS autism waiver program. One of the biggest changes was the movement of the Autism Waiver Facilitator into the Office of Third Party Billing. Since this change, parents of children on the Autism Waiver have seen an increase in responsiveness through the program. The Office of Third Party Billing has also started producing quarterly Autism Waiver newsletters, which are sent to parents and guardians to provide them with current information.

To date, the Autism Waiver program has 101 children enrolled, and has generated \$1,183,097 for day habilitation and service coordination.

For the 2003-2004 school year, the Office of Third Party Billing expects to add 20 additional students to the Autism Waiver program. The Office of Third Party Billing will also implement suggestions based upon a survey of parents conducted in July 2003.

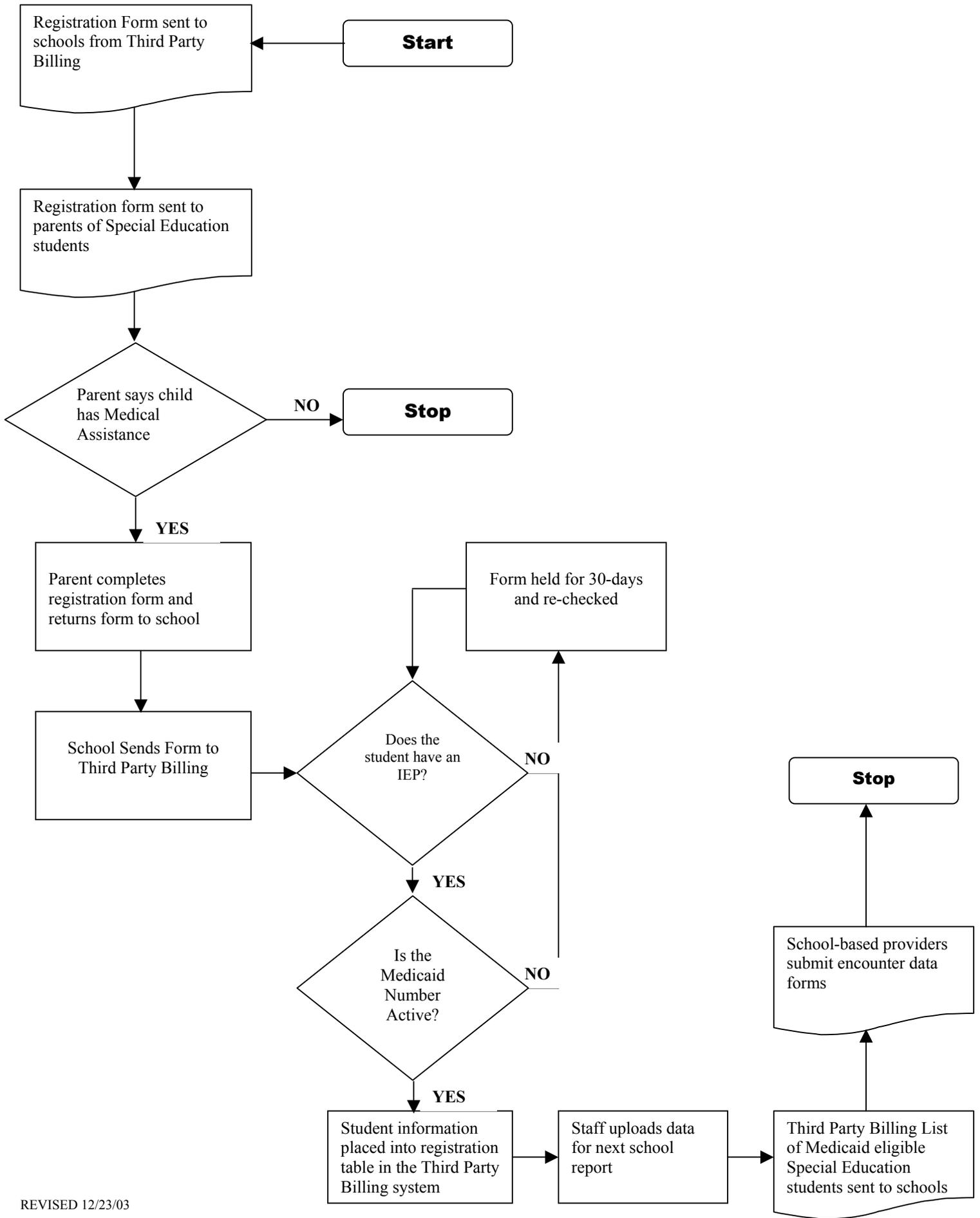
EXHIBITS

Students Eligible for Baltimore County Public Schools Third Party Billing Program by School Year

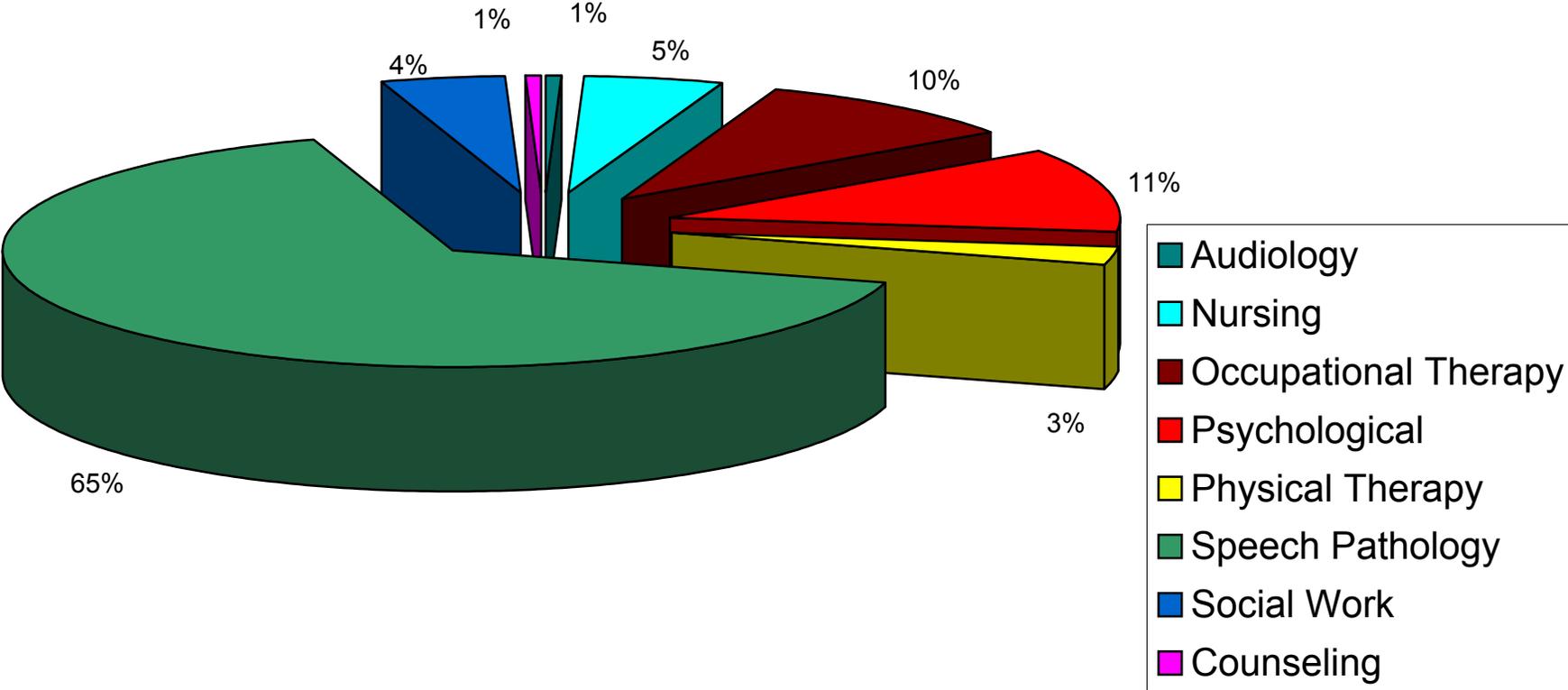


Process For A Baltimore County Public Schools Third Party Billing Registration

Exhibit B



Baltimore County Public Schools Percentage of Related Service Encounter Data Forms Received by Discipline 2002-2003 school year



**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Fort Garrison Elementary	Arlene Beckman	Assistant Principal	6	August 2, 2002
Kenwood High	Karen Huggins	Special Education Department Chair	13	August 8, 2002
Carney Elementary	Mary Kriebel	Assistant Principal	8	August 20, 2002
Campfield Early Childhood	Lydia Blake	Assistant Principal	10	August 22, 2002
Hawthorne Elementary	Robert Finley	Assistant Principal	7	August 22, 2002
Woodlawn High	Michellaine Fields	IEP Chairperson	6	August 22, 2002
New Town Elementary	Robin Rupprecht	Facilitator	6	August 23, 2002
Grange Elementary	Linda Whalen	Assistant Principal	4	August 28, 2002
Owings Mills Elementary	Maralee Clakr	Assistant Principal	7	August 30, 2002
Oakleigh Elementary	Kathryn Taylor	Assistant Principal	7	September 2, 2002
Deep Creek Middle	Michele Ewers	IEP Chairperson	6	September 3, 2002
Edmondson Heights Elementary	Barbara Davis	Assistant Principal	10	September 3, 2002
Inverness Center	Ruth Gould	Guidance Counselor	5	September 3, 2002
Sandalwood Elementary	Lisa Dingle	Facilitator	8	September 3, 2002

**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Arbutus Elementary	Phillip Byers	Assistant Principal	6	September 4, 2002
Berkshire Elementary	Sharon Marquett	Assistant Principal	5	September 4, 2002
Warren Elementary	Dorothy Schisler	Assistant Principal	7	September 4, 2002
Norwood Elementary	Nancy Fox	Assistant Principal	6	September 5, 2002
Woodlawn Middle	Alice Jones	IEP Chairperson	11	September 5, 2002
Rosedale Alternative Center	Constance Peterson	Principal	2	September 6, 2002
White Oak School	Marcella Savage	Assistant Principal	23	September 6, 2002
Patapsco High	Marnie Harbach	IEP Chairperson	10	September 9, 2002
Sparrows Point Middle	David Lige	IEP Chairperson	5	September 9, 2002
Ridge Ruxton School	Janet Mosso	Assistant Principal	24	September 12, 2002
Pikesville High	Carol Schneider	IEP Chairperson	7	September 13, 2002
Baltimore Highlands Elementary	Barbara Shields	Assistant Principal	6	September 17, 2002
Scotts Branch Elementary	Deborah Favinger	Assistant Principal	7	September 17, 2002
Red House Run Elementary	Lynn Lavery	Assistant Principal	9	September 18, 2002

**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Rodgers Forge Elementary	Susan Diese	Principal	6	September 19, 2002
Evening High School Principals	Elizabeth Young	Coordinator	8	September 19, 2002
Eastern Technical High	Diane Young	Assistant Principal	3	September 20, 2002
Ridgely Middle	Karen Tanneyhill	IEP Chairperson	9	September 20, 2002
Battle Monument School	Jerry Roese	Assistant Principal	12	September 23, 2002
Southwest Academy	Jeffrey Matthews	Special Education Department Chair	9	September 23, 2002
Western School of Technology	Karin Hickman	IEP Chairperson	5	September 23, 2002
Colgate Elementary	Joyce Cummings	Assistant Principal	4	September 26, 2002
Dundalk Middle	Shannon Strain	IEP Chairperson	9	September 26, 2002
Orems Elementary	Darla Evans	Principal	5	September 26, 2002
Pine Grove Elementary	Carol Wingard	Assistant Principal	4	September 26, 2002
Hebbyville Elementary	Brad Palmer	Assistant Principal	5	September 27, 2002
Johnnycake Elementary	Thomas Bowser / Laverne Goins	Assistant Principal	8	September 27, 2002
Lansdowne Middle	Rene Bienenstock	IEP Chairperson	10	September 27, 2002
Milford Mill Academy	Venus Williams	Special Education Department Chair	8	September 27, 2002

**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Catonsville Elementary	Peggy DeCrispino	Assistant Principal	6	September 30, 2002
Dundalk High	Linda Quick	Special Education Department Chair	12	September 30, 2002
Hernwood Elementary	Joyce Albert	Principal	5	September 30, 2002
Winand Elementary	Clay Meyers	Assistant Principal	8	September 30, 2002
Chesapeake High	Michele Patras	Special Education Department Chair	9	October 1, 2002
Lutherville Laboratory	Laurie Jones	Assistant Principal	6	October 1, 2002
Randallstown High	Vickie Watts	Special Education Department Chair	10	October 1, 2002
Oliver Beach Elementary	Charlene Behnke	Assistant Principal	7	October 2, 2002
Pinewood Elementary	Laurie Jones	Assistant Principal	7	October 2, 2002
Loch Raven High	Patricia Dwyer	Special Education Department Chair	4	October 7, 2002
Seventh District Elementary	Christena Struben	Assistant Principal	2	October 7, 2002
Halethorpe Elementary	Mary DePetris	Assistant Principal	9	October 8, 2002
Middleborough Elementary	Kevin Connelly	Assistant Principal	7	October 8, 2002
Gunpowder Elementary	Cheryl Whittaker	Assistant Principal	5	October 9, 2002
Shady Spring Elementary	Jacqueline Edmond	Assistant Principal	3	October 9, 2002
Bear Creek Elementary	Fred Dvorak	Assistant Principal	9	October 10, 2002
Loch Raven Academy	Brenda Rainwater	IEP Chairperson	7	October 10, 2002
Milbrook Elementary	Brian Cooper	Assistant Principal	3	October 10, 2002
Woodmoor Elementary	Janis Wasser	IEP Chairperson	6	October 11, 2002
Deer Park Elementary	Robin Segal	Nurse	5	October 14, 2002
SE Infants and Toddlers	Carol Shewbridge	Team Leader	11	October 14, 2002

**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Stoneleigh Elementary	Kathy Taylor-Bradham	Assistant Principal	3	October 14, 2002
Battle Grove Elementary	Sabina Offley	Assistant Principal	6	October 16, 2002
Fullerton Elementary	Donna Dillion	Assistant Principal	6	October 16, 2002
Stemmers Run Middle	Judi Grewell	Special Education Department Chair	11	October 16, 2002
Kingsville Elementary	Susan Peterson	Assistant Principal	3	October 17, 2002
Overlea High	Mary Lou McHugh	Special Education Department Chair	12	October 21, 2002
Perry Hall High #2	Kendra Johnson	IEP Chairperson	3	October 21, 2002
Golden Ring Middle	Barbara Bowles	Special Education Department Chair	10	October 22, 2002
Middle River Middle	Mary Ann Knapp	Special Education Department Chair	9	October 22, 2002
Winfield Elementary	Marsha Brett	Assistant Principal	4	October 23, 2002
Charlesmont Elementary	Diane Shupe	Assistant Principal	7	October 24, 2002
Hereford Middle	Mary King	Special Education Department Chair	2	October 25, 2002
Martin Boulevard Elementary	Carolan Stewart	Principal	8	October 25, 2002
Featherbed Lane Intermediate	Renee Johnson	Assistant Principal	6	October 28, 2002
Owings Mills High	Ann Gresham	IEP Chairperson	6	October 28, 2002
Eastwood Center	Jill Bender	IEP Chairperson	5	October 29, 2002
Woodbridge Elementary	Sherri Boxer	Assistant Principal	6	October 29, 2002
Cromwell Valley Elementary	Darlene Morrison	Assistant Principal	2	November 4, 2002
Victory Villa Elementary	Robin Gladstone	SLP Pathologist	3	November 6, 2002
Middlesex Elementary	Jeanne McGuire	Assistant Principal	10	November 11, 2002

**BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING STAFF DEVELOPMENT TRAINING SESSIONS
2002-2003 School Year**

School Name	Contact Person	Title	Number of Staff Trained	Date of Meeting
Chesapeake Terrace	Megan Shay	Facilitator	4	November 13, 2002
Bedford Elementary	Tracy Faddis	Assistant Principal	3	November 15, 2002
Hampton Elementary	Sylvia Lemons	Assistant Principal	5	November 19, 2002
Cedarmere Elementary	Sandra Kroh	Principal	5	November 20, 2002
General John Stricker Middle	Barbara Victor	IEP Chairperson	9	November 25, 2002
Parkville High	Allison Jefferson	IEP Chairperson	9	November 25, 2002
Relay Elementary	Carolyn Vaughn	Special Education Teacher	5	November 26, 2002
Perry Hall High	Kendra Johnson	IEP Chairperson	12	November 27, 2002
Deep Creek Elementary	Joyce Schultz	Assistant Principal	6	December 2, 2002
Prettyboy Elementary	Nancy Casalena	Assistant Principal	5	January 2, 2003
Jacksonville Elementary	Nancy Aumiller	Assistant Principal	7	January 15, 2003
Joppa View Elementary	Victoria Layman	Assistant Principal	8	January 22, 2003
Holabird Middle	Berit Killingstad	Special Education Department Chair	9	March 12, 2003
Home and Hospital	Vicky Ciulla	Principal	3	April 4, 2003
		Total Staff Trained	689	

BALTIMORE COUNTY PUBLIC SCHOOLS
THIRD PARTY BILLING
School Based Training Session Evaluation
SUMMARY
2002-2003

	YES	NO
1) Was this training session beneficial to you? If not, how could it be improved?	342	14
2) Has the training session clarified your Third Party Billing responsibilities? If not, what is still confusing?	344	12
3) Have you gained additional knowledge about Third Party Billing as a result of this session?	341	17
4) Was the presenter knowledgeable about the subject?	362	0
5) Did the presenter answer all of your questions? If not, please list your questions?	361	1
6) Do you feel that the Case Management Training Manual is user friendly and will serve as a resource to you? If not, how can it be improved?	362	3

Overall, how would you rate this training session? (*please check one of the boxes*)

Excellent **323** Good **82** Average **15** Poor **1** Total surveys **417**

COMMENTS & SUGGESTIONS (SUMMARY):

Charles explained everything in a friendly, professional and easy to understand manner (70)

Appreciate the time Charles takes to have training each year (11)

Charles is always available to help (9)

TPB Office staff does a great job (4)

Thanks for candy and pens (4)

Follow-up notes very helpful (3)

Monthly newsletters with Q&A very helpful (2)

Prompt follow-up to requests via email

Responsibilities clear – donuts were delicious

Session should be mandatory – very informative

The Third Party Billing Office is one of the most efficient and effective offices in Baltimore County! Good Job!!!

The training manual and newsletters are exceptionally helpful, clear, and well organized. Any questions we had were always answered promptly by Mr. Tyler and his knowledgeable staff. Job well done!!

Charles was so friendly, pleasant, and helpful. He makes me feel at ease and was very open and patient with any and all questions.

This was very helpful session. Charles is very knowledgeable about what needs to be done. It was very nice that he was able to come to our school and meet with us.

Good information! It is nice to be updated on changes.

It was brief, informative, supportive, and generally helpful. On a subsequent occasion, when I had a question, the response came clearly and in a timely fashion! Seems to be a well managed office.

The training session happened to fall on my first day with BCPS. I was not familiar with Third Party Billing so it was very informative and came at perfect timing.

The training session was very informative. It was especially helpful to have the answers to questions raised during the training printed as a follow-up for everyone. Thanks so much Charles!

Already received the training through the SLP department, so that's why the information was not new. Charles did a great job as usual!!!

Used teaching time to attend and I already knew about TPB – nothing new (6)

Manual is self-explanatory; memo of changes would save time and could be used as reference (3)

Related service providers were required to attend case management training (3)

Could have used a longer session – new provider

New provider that left session well informed

Should be hands on training for new teachers using the month of Sept as the model

New form to “document” home communications is a waste of time and invalid. (3)

New form should have come from TPB office – not at staff meeting (3)

Still unclear as to how many new sheets need to be filled out

Write codes on the chart.

If paid for one contact per month, why bother recording other contacts (2)

No one has answered satisfactorily why we do not receive more TPB \$.

Would like to have a hand in dissemination of funds – never know \$ amount

Would like more info on how\$ is dispersed to individual schools – how it is determined

Still confused about diagnosis codes.

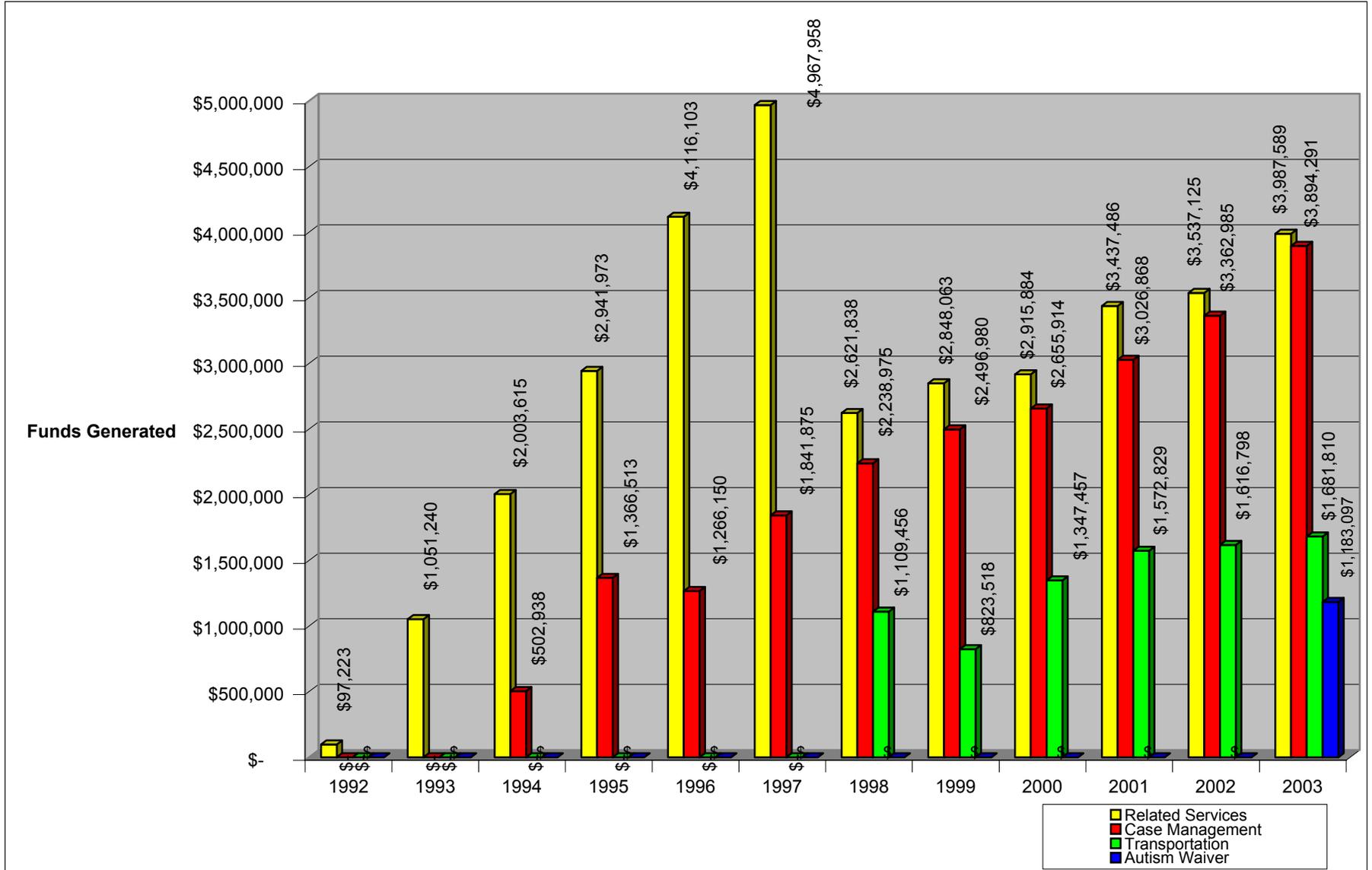
Should transportation always be marked if student rides resource bus?

How do we mark transportation?

No new information was given, all case managers at our school are experienced. It was really a waste of our time and could have been done through email. Training should only be required for new case managers, especially since we had to stay after school to accommodate the presenter's schedule, rather than vice versa.

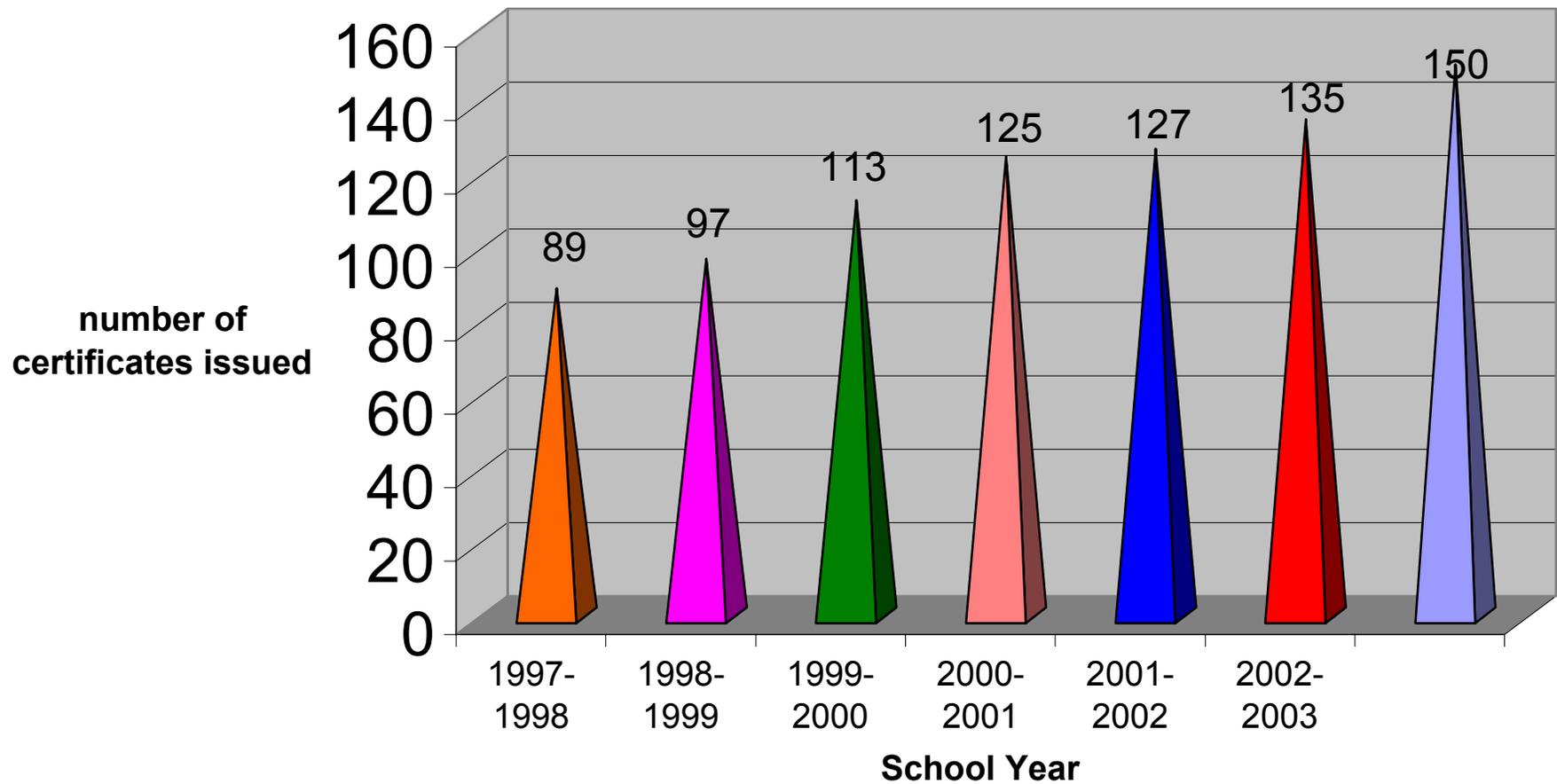
Question # 3 – all information had been relayed to us in the beginning of the year.

**Baltimore County Public Schools
Office of Third Party Billing
Funds Generated by Program by School Year**



MSDE and DHMH approved changes in the billing for nursing services thus leading to the decrease in revenue for school year 1997-1998.

Number of Baltimore County Public Schools Receiving the Third Party Billing Certificate of Achievement



BOARD OF EDUCATION OF BALTIMORE COUNTY**Office of Third Party Billing**

1946-P Greenspring Drive
Timonium, Maryland 21093

Charles Tyler, Jr., M.B.A.
Fiscal Supervisor

Phone: (410) 887-4130
FAX: (410) 666-8748

MEMORANDUM

Medicaid Monitoring Process

Provision of Health-Related Services, Service Coordination, and Transportation

Based upon the Maryland State Department of Education survey questionnaire, the following will address each issue in the survey:

The Baltimore County Public Schools has maintained a monitoring and oversight process for the billing of claims since the program started in 1992. In many instances, the billing program is utilized as a tool in order to maintain accountability and consistency. Several system verification checks are denoted below:

- Student enrollment information
- IEP verification
- IEP service verification
- School calendar/snow closing verification
- Provider title verification

A flowchart of the billing process for an encounter data form is attached as Exhibit A.

Since the December, 2001 visit from the Office of the Inspector General, Baltimore County Public Schools has instituted some changes. The primary change pertains to the availability of clinical notes for services that are billable, particularly case management. The Baltimore County Public Schools has instituted a new form for providers to complete. The case management activity detail log was introduced to providers in October, and is designed to meet the medical model level of documentation suggested by the OIG. The log is completed by the provider on a monthly basis, and is maintained in the confidential file of the student.

The Office of Third Party Billing is working collaboratively with the Office of Transportation in order to determine an appropriate manner to track bus usage.

The internal self-monitoring process, including a record review, will be conducted on an annual basis. This review will be a collaborative effort between the Office of Third Party Billing and the Office of Internal Audit.

A review of the findings from the Baltimore County Public Schools self-monitoring process is attached as Exhibit B. **(See Exhibit H * in this report)**

Revenue Allocation and Expenditure Reconciliation

Based upon decisions made by the Superintendent and his staff, the Office of Third Party Billing prepares the budget for the allocation of Medicaid funds. Medicaid funds are allocated to three areas. First, funds are allocated to the Office of Third Party Billing for the administrative costs associated with Medicaid billing. Second, funds are budgeted to the Offices of Special Education, Health Services, School Social Work, Psychology, and Transportation for positions and supplies. Third, funds are allocated to individual schools for special education and health services.

A file is maintained to track weekly Medicaid billings. Each week the BCPS Medicaid billing program produces a report of paid claims. This report is compared to the weekly report of paid claims sent by Medicaid. At the end of each month, the weekly reports for the month are added and compared to the monthly billing report available on the MSDE website. The accountant in the Office of Third Party Billing makes sure that the correct amount is received each month. Third Party Billing funds are kept in their own organization code in the special revenue fund. After each monthly deposit, the Third Party Billing revenue account is checked on the financial system to make sure that the funds were deposited into the correct account.

Board of Education of Baltimore County
Office of Internal Audit
April 2003

(Exhibit B in
Original
Report from
Medicaid)

**Review of the Baltimore County Public Schools Office of Third Party Billing
Self-Monitoring Program For Reimbursement From
Medicaid For Health-Related Services**

Introduction:

The Office of the Inspector General, Office of Audit Services (OIG) conducted an audit of Medicaid costs claimed by the Maryland Department of Health and Mental Hygiene (DHMH) for school-based health services during State fiscal year 2000. As a result of the OIG audit, the Maryland State Department of Education (MSDE) Interagency Medicaid Monitoring Team required that Baltimore County Public Schools Office of Third Party Billing develop and implement a self-monitoring program to assure the appropriate use of federal funds and compliance with COMAR 10.09.36, COMAR 10.09.52 and COMAR 10.09.25.

Background:

The Centers for Medicare & Medicaid Services permits Baltimore County Public Schools (BCPS) to request reimbursements from Medicaid for health-related services provided in school settings pursuant to the Individuals with Disabilities Act (IDEA). The Medicaid program will pay for some of the health-related services included in the Individualized Education Plan (IEP) if they are among the services specified in Medicaid law and included in the state's Medicaid plan. In Maryland, the Department of Health and Mental Hygiene (DHMH) administers the Medicaid program.

Objective:

The objective of the Office of Internal Audit's review was to assess the status of the BCPS Office of Third Party Billing's self-monitoring program.

Disclosure:

The Office of Internal Audit (IA) conducted this review based on databases and copies or original documentation received from the Offices of Information Technology, Third Party Billing, Human Resources, Transportation, and various schools.

Scope and Methodology:

The Office of Internal Audit (IA) selected a random sample of 15 recipients representing 77 Medicaid claims for the month of March 2002. This sample was selected using an extraction from the Office of Third Party Billing's database that contained 4,392 students and 20,876 transactions for March 2002.

The Office of Internal Audit conducted the following:

- Reviewed federal and state laws, regulations, guidelines and state Medicaid plan pertaining to the Medicaid program and school-based health services

Page 2 – Review of TPB Self-Monitoring Program

- Discussed processes and procedures with personnel for the Offices of Third Party Billing and Information Technology
- Discussed the procedure for providing transportation as a related service with the BCPS Transportation Office.
- Obtained and analyzed supporting documentation for the sampled claims for Medicaid reimbursement to demonstrate that:
 1. Medicaid health providers deliver prescribed services according to the student's IEP;
 2. Medicaid reimbursable services are delivered by providers who are qualified to bill Medicaid;
 3. Each special education health-related service provided is documented;
 4. Medicaid reimbursable services are assessed and billed correctly;
 5. Attendance records are maintained, and
 6. Medicaid documentation is maintained for 6 years and is retrievable.

Review Results:

The Office of Internal Audit's review indicates the following:

- Attendance records were maintained for all of the 15 recipients sampled;
- Recipients were in attendance on the dates that all of the 77 health-related services were provided;
- Records described the service for the 15 recipients sampled and the 77 health-related services provided;
- All 77 health-related services were delivered by providers who are qualified to bill Medicaid;
- Signed parental consents were not available for 2 of the 15 recipients sampled;
- Route sheets, and the quarterly time and mileage documentation are maintained in the Office of Transportation. However, the comprehensive schools do not maintain daily transportations logs;
- Services were billed for 5 of the 15 recipients when there was a lapse between the end date of one IEP and the begin date of the next IEP.
- Four services for case management were billed for related transportation services.
- Services were not billed for 1 recipient and 3 of the 77 health-related services

Recommendation:

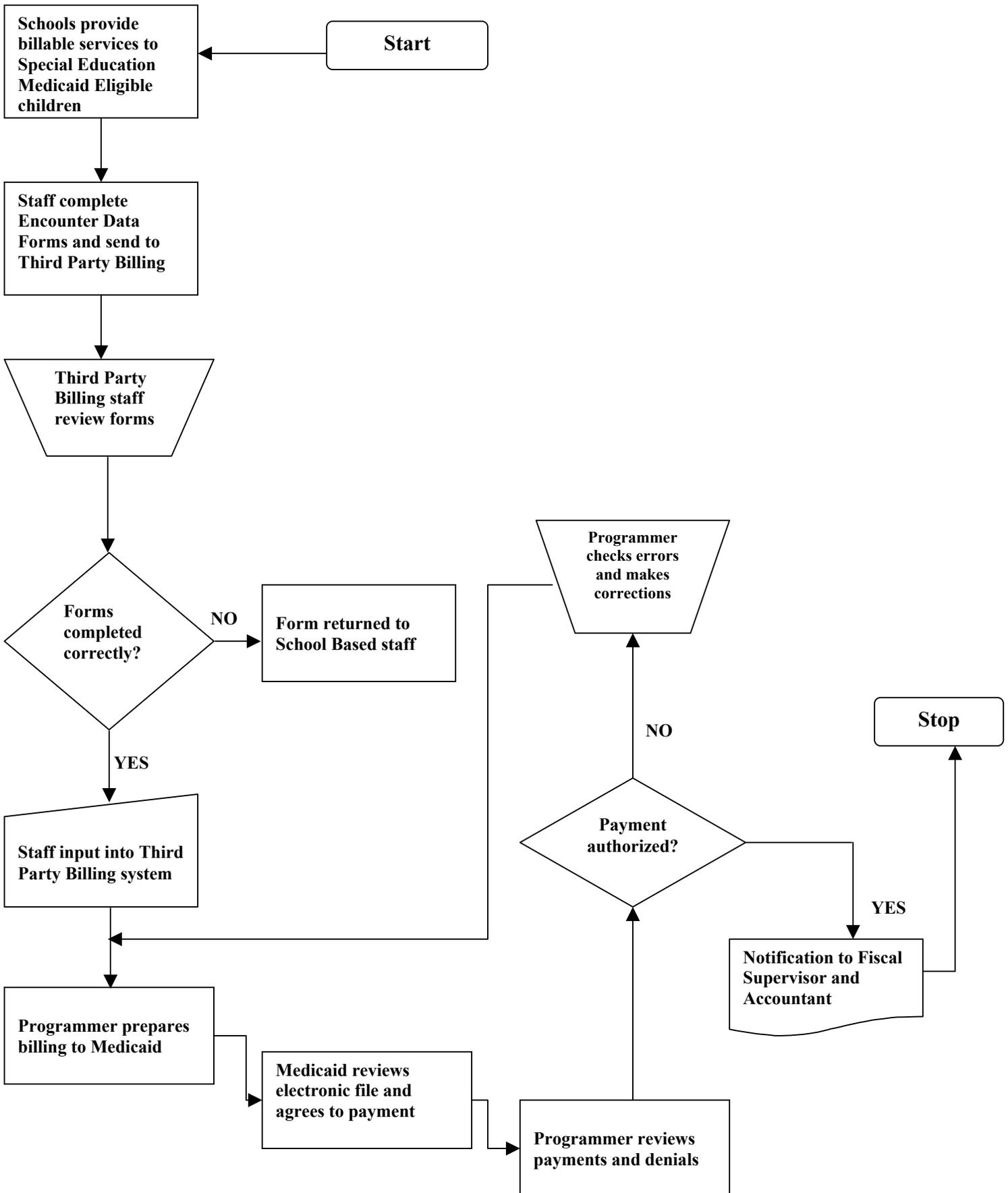
The Office of Third Party Billing needs to work collaboratively with the Offices of Special Education, Transportation, and Information Technology in order to increase the effectiveness of its self-monitoring program.

Conclusion:

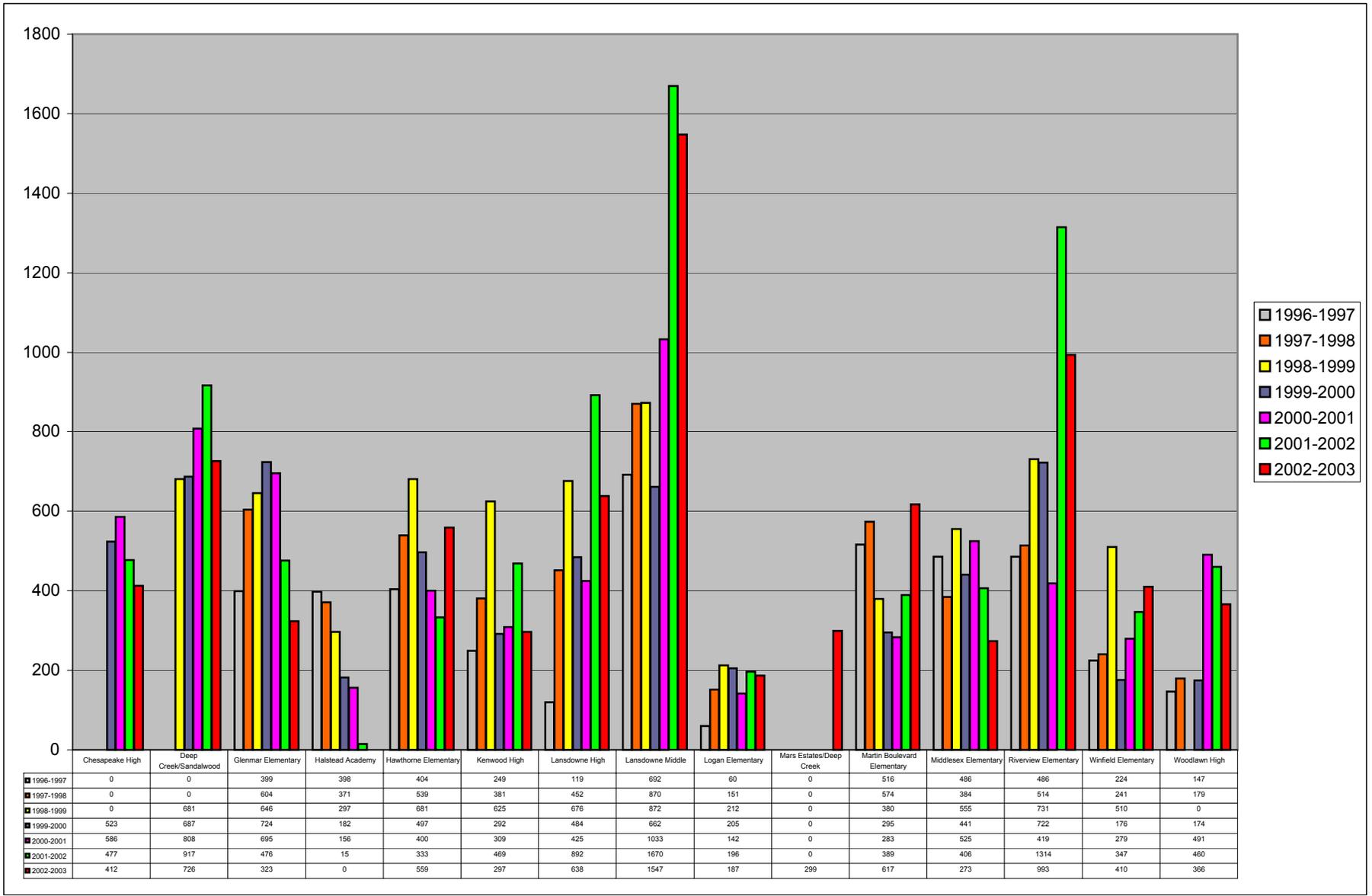
The Office of Internal Audit determined that the Office of Third Party Billing needs to increase the effectiveness of its self-monitoring program that was implemented to further assure the appropriate use of federal funds and compliance with COMAR 10.09.36, COMAR 10.09.52 and COMAR 10.09.25.

Baltimore County Public Schools Billing Process For An Encounter Data Form

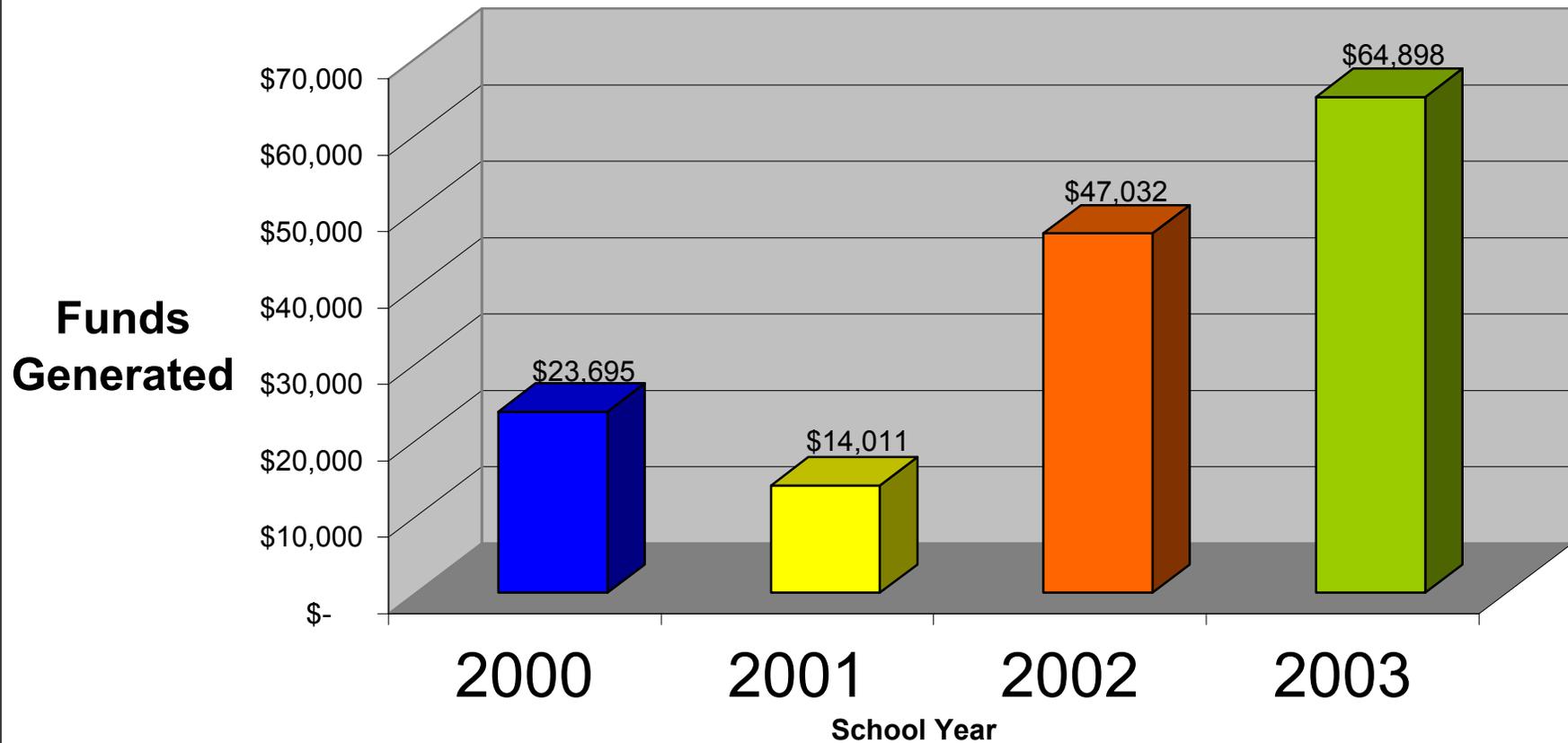
Exhibit H



Baltimore County Public Schools School-Based Health Center Visits 7 year Trend Analysis by Site



Baltimore County Public Schools School-Based Health Center Reimbursement



Billing of these services prior to 2000 was not consistent
Centralized billing process began in 2001

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: April 20, 2004
To: Board of Education
From: Dr. Joe A. Hairston, Superintendent
Title: **ADJUSTMENT TO THE 2003-2004 SCHOOL CALENDAR**
Originator: Mr. Douglas Neilson, Chief Communications Officer, Communications
Resource Staff: Mr. Alonza Williams, Director, Office of Communications

INFORMATION

That the 2003-04 school calendar will be adjusted in accordance with the inclement weather language approved by the Board of Education June 11, 2002.

BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

April 20, 2004

TO: Members of the Board of Education
Joe A. Hairston, Superintendent

FROM: Douglas J. Neilson, Chief Communications Officer

RE: Adjustment to the 2003-2004 School Calendar

In keeping with the language on Baltimore County Public Schools 2003-2004 calendar approved by the Board of Education, "If inclement weather conditions force us to close schools more than seven days, it will be necessary to alter the school calendar. These additional days will be scheduled as required at the end of the school year." During the 2003-2004 school year, BCPS used nine systemic inclement weather closings during Tropical Storm Isabel and the winter months. The State of Maryland granted a one-day waiver for Friday, September 19, 2003. As only seven inclement weather days had been included in the calendar, one day must be made-up by the system before the close of the school year.

The final day of school would be Thursday, June 17, 2004. The adjusted calendar for June would be as follows:

June 14	All schools follow a normal schedule for the day
June 15	High schools only close three hours early for assessments; teachers on duty
June 16	All schools close three hours early for assessments; teachers on duty
June 17	Last day of classes for students and teachers; schools close 3 hours early for students; teachers on duty

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 20, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **STUDENTS: Enrollment and Attendance Rule 5140**

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

RESOURCE PERSON(S): Jean Satterfield, Executive Director, Student Support Services
Vivian Ferguson, Coordinator, Pupil Personnel Services
Carol Batoff, Residency Liaison

INFORMATION

That STUDENTS: Enrollment and Attendance Rule 5140 is presented to the Board of Education as an information item. The words “this rule and in” have been added to Section II.D. 12 so that the language is consistent with Section II.D. 10 a. and b. The correction is as follows: adding the language **THIS RULE AND IN** so that the sentence now reads “The reapplication will be evaluated consistent with the criteria set forth in **this rule and in** Policy 5140, *STUDENTS: Enrollment and Attendance.*”

JS/ds
Appendix I – Rule 5140

STUDENTS: Enrollment and Attendance

I. School Attendance Areas

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

II. Special Permission Transfers

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

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

1. When a student who has completed grades 4, 7, or 11 changes residence to another Baltimore County school attendance area. Said student may continue in the original elementary, middle, or high school until completion of the terminal grade of that school level.
2. When a student desires to pursue a curricular/academic course or sequential program of study not offered in the regularly assigned school or the geographically assigned magnet school. Said student may be transferred to the requested school provided the student has met the stated prerequisites.
3. When the purpose is for:

- a. Medical reasons. Requests which are based on medical, physical, or mental health reasons must be accompanied by documentation from a physician or mental health provider.
 - b. Student adjustment issues which cannot be resolved at the home school placement as evaluated and determined by appropriate school system officials.
4. When a student changes residence within Baltimore County during a school year. Said student may remain in the original school until the end of the school year. To request consideration for remaining in the original school for a subsequent school year(s), a new *Application for Special Transfer* must be submitted and evaluated in accordance with the provisions of this rule.
5. When a student's family plans to move from one Baltimore County school attendance area to another during the school year. Said student may enroll in the school in the attendance area in which he/she is planning to live. Principals may approve this enrollment upon the receipt of appropriate documentation from the parent(s)/guardian(s).
6. When unusual arrangements must be made to provide satisfactory supervision for the elementary and middle school student before- and after-school hours.
7. When family conditions necessitate that a student must live in another home within Baltimore County.
8. When a student is the child of a Baltimore County Public Schools' employee who resides in Baltimore County. For the purposes of this rule, "employee" means "public school employee," "confidential employee," "supervisory employee," and "management employee" as defined by Section 6-401 and Section 6-501 of the Education Article of the *Annotated Code of Maryland*. For the purposes of this rule, "child" includes a natural or foster child or one under the legal guardianship of an employee who is domiciled in Baltimore County. Said student may be granted a transfer to a school outside of his/her attendance area regardless of the school's overcrowded conditions as defined in Section II. D. 7. a., b., and c. of this rule and provided the school is within the attendance area of the employee's primary work site or home school (office). A child of an employee whose primary work site or home school (office) is in a magnet

school may be granted a transfer to that school in accordance with the provisions of this section if said child qualifies for admission in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*. Upon qualification, admission is granted for said child without entry into the lottery selection process.

9. When a student has a sibling who is attending the requested school and the sibling would continue to attend that school at the time of the student's initial enrollment. Said student may be granted a transfer to that school. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child, who resides in the same household as the student applicant.
10. When a student attends a Baltimore County Public School that has been identified as eligible for Title I public school transfer options and said student has been declared an eligible student under applicable Title I federal guidelines. The parent/guardian of said student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures. Schools identified as eligible for receiving students under Title I public school transfer will not approve any special transfer requests until all Title I eligible student transfer requests have been processed.

D. Procedures

1. The parent(s)/guardian(s) must complete and submit as directed the triplicate form, *Application for Special Transfer*, between April 1 and June 1 for the next school year. The parent(s)/guardian(s) must submit the original white copy of the form to the receiving school principal for his/her approval or denial, submit the pink copy of the form to the home school principal for his/her notification, and retain the yellow copy of the form for his/her record.
 - a. Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*, require an earlier deadline for magnet applicants to submit the *Application for Special Transfer*.
 - b. Applicants must submit the *Application for Special Transfer* in its entirety according to the guidelines established by the magnet application process.

2. Relevant written documentation supporting the transfer must be attached to the application.
3. Transfer requests must be submitted between April 1 and June 1 unless:
 - a. The student is a new resident of Baltimore County.
 - b. There is an emergency or event that could not have been foreseen.
 - c. Information relevant to the transfer request was not available between April 1 and June 1.
4. Students must enroll in and attend their home school while a transfer request is being processed.
5. In processing the request, the receiving school principal will:
 - a. Evaluate the request and written documentation to determine compliance with the special circumstances outlined in Section II. C. of this rule and obtain necessary information from school system personnel pertaining to the request which will assist in the formulation of the decision.
 - b. Forward recommendations from medical personnel accordingly:
 - (1) Medical documentation from physicians will be forwarded to the school system's Coordinator in the Office of Health Services for evaluation and consultation with the child's physician. The Coordinator may seek additional consultation with the Director of Child, Adolescent, and Reproductive Health of the Baltimore County Department of Health.
 - (2) Psychological documentation from mental health or medical professionals will be forwarded to the school system's Coordinator in the Office of Psychological Services for evaluation and consultation with the child's mental health or medical provider.

- c. Make every effort to issue a decision to parent(s)/guardian(s) by July 1 except when the request is for admission to kindergarten. Principals will make every effort to issue a decision concerning admission to kindergarten before the beginning of the school year. The principal must indicate his/her approval or denial in the appropriate section of the original application (white copy), which will be sent to the parent(s)/guardian(s). A photocopy of the original application will be forwarded to the principal of the home school and a photocopy of the original application must be retained by the receiving school.
 - d. Verify that the student either is domiciled in Baltimore County with his or her parent(s)/guardian(s) or has been approved for enrollment as a nonresident student in accordance with Policy and Rule 5150, *STUDENTS: Enrollment and Attendance, Residents and Nonresidents*. If the transfer request is approved, the parent(s)/guardian(s) must submit to the receiving school documentation of domicile within Baltimore County or approval for enrollment as a nonresident student.
6. The transfer request may be approved or denied after consideration of the reason(s) for the transfer and review of the total number of requested transfers made to the receiving school as of June 1.
 7. Permission to attend a school outside the attendance area in which the student resides can be denied because of overcrowded conditions, which exist when any or all of the following occur at the receiving school:
 - a. Total student enrollment is equivalent to or exceeds state-approved building capacity.
 - b. Average class size is equivalent to or exceeds Board-approved staffing guidelines
 - c. Enrollment is equivalent to or exceeds staffing allocation schoolwide or within specific programs, grade levels, or courses.
 8. If the transfer request is approved, designated staff from the home school will supply the receiving school with available school records

and data; and if necessary, arrange for a conference involving personnel from both schools to assist the student in making a satisfactory adjustment.

9. If the transfer is approved, the athletic eligibility set forth in Policy 6145.2, *INSTRUCTION: Extra Curricular Activities: Intramural, Informal, and Interscholastic Activities*, applies.
10. It is understood by both the receiving school principal and the parent(s)/guardian(s) that the transfer is approved until the student completes the terminal grade of a school level. Exceptions to this provision are as follows:
 - a. A student who voluntarily withdraws from the receiving school. Said student will be subject to reapplication and a new evaluation if (re)enrollment to the receiving school is requested. Parent(s)/guardian(s) must submit a new *Application for Special Transfer*, and the application will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.
 - b. A student who is granted a special transfer for the purpose of Section II.C.4. of this rule or for the purpose of enrolling in a pre-kindergarten program. Said student is approved for that school year only. Parent(s)/guardian(s) must reapply for transfer for an additional year(s) or attend the home school for the next school year. The new *Application for Special Transfer* will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.
11. When the student completes the terminal grade of a school level, that student shall be required to attend subsequent middle or high schools serving his/her residence.
12. Approved transfers will be subject to reapplication and a new evaluation when a student is ready to move from the elementary school to the middle school or from the middle school to the high school. The reapplication will be evaluated consistent with the criteria set forth in THIS RULE AND IN Policy 5140, *STUDENTS: Enrollment and Attendance*.

13. Parent(s)/guardian(s) are responsible for providing transportation to and from the newly assigned school unless the student can be accommodated by the existing bus routes and existing bus stops of that school.
14. If the transfer request is denied by the receiving school principal, the parent(s)/guardian(s) may initiate the appeal process as described in Section II. E. of this rule.

E. Appeals

1. Denials of special permission transfer requests may be appealed by the parent/guardian who initiated the transfer request. The appeal must be made in writing to the Executive Director of Student Support Services within ten (10) calendar days of the date of the principal's denial or the postmarked date, whichever is later. The Executive Director of Student Support Services or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The Executive Director of Student Support Services or designee will also consider additional evidence provided on appeal. The Executive Director of Student Support Services or designee will make every effort to issue a written decision by August 1.
2. If the appeal is denied by the Executive Director of Student Support Services or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal, in writing, to the Superintendent within fifteen (15) calendar days of the date of the denial letter or the postmarked date, whichever is later.
3. Denials of special permission transfer requests by the Executive Director of Student Support Services or designee must be appealed in writing to the Superintendent within fifteen (15) calendar days of the date of the Executive Director of Student Support Services or designee's denial letter or the postmarked date, whichever is later. The Superintendent or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The Superintendent or designee will also consider additional evidence provided on appeal. The Superintendent or designee will make every effort to issue a written decision before the beginning of the school year.

4. If the appeal is denied by the Superintendent or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal in writing to the Board of Education within (thirty) 30 calendar days of the date of the denial letter in accordance with Section 4-205 of the Education Article of the *Annotated Code of Maryland* and Board of Education Policy 8339, INTERNAL BOARD POLICIES: *Operations*, Appeal Before Hearing Examiner. An appeal will be considered timely filed, if, within the allotted time period, it has been delivered to the Board of Education, postmarked, or deposited in the U. S. Mail as registered or certified mail.

Rule

Superintendent of Schools

Approved: 12/13/73

Revised: 3/13/80

Revised: 11/23/93

Revised: 4/11/00

Revised: 8/14/01

Edited: 1/7/02

Revised: 3/26/02

Revised: 3/9/04

REVISED:

Minutes
SW Education Advisory Meeting
February 18, 2004

Council Attendees: Sharon Loving, Dr. Richard Milbourne, Sam Macer, Lisa Orens (chair), Amanda Smith

Others in attendance: Marsha Brett (Winfield AP), Mike Kennedy (BOE), Michele D Manigault (Catonsville Times), Bonita Faye Vincent, Jean Paynter (Office of Magnet Programs)

Tour begun at 7:26 pm.

Magnet Presentation begun at 7:45 pm.

Magnet Programs have been in place 10 years. There are currently 27 in elementary, middle and high schools across Baltimore County. There are 9 programs available in the SW: The Southwest Academy and Sudbrook (in the NW but serving SW) are MS programs; Carver Center for Arts & Technology (in Central but serving SW), Lansdowne HS Academy of Finance, Milford Mill International Baccalaureate & Technical Academy, Western School of Technology and Environmental Studies, and Woodlawn HS Center for Pre-Engineering and Student Conducted Research are HS programs; Church Lane Elementary Technology School and Wellwood International School offer ES programs but neither is in the SW.

Magnet programs should serve students with a range of ability to ensure diversity. Counseling and the need for college education imply that Vocational Technology is no longer adequate and therefore is no longer available; students must achieve in math and reading to be successful. The number of applicants is increasing while the number of available seats is the same.

This past year, there have been few changes to the program and process:

- 1 – The brochure was changed to place a focus on the programs rather than the school.
- 2 – The application process was centralized for the MS and HS programs that previously were handled solely by the school.
 - A – This was the first recommendation from a major study of the magnet program in BC with the intended goal of making the application process more fair, open, and objective.
 - B – Criteria was reviewed and clearly defined for MS process.
 - 1 – Performance factors and grades are evaluated for a possible 40 points; all applicants' start at 40 and subtractions are made.
 - 2 – Individual schools determine a required magnet evaluation for a possible 50 points.
 - 3 – Applicants must have at least 70 point total for qualification; if there are then more qualified applicants than seats, a random lottery is held to determine final acceptance. In this process, there is no advantage for students in a GT program.
- 3 – BCPS is working on a Magnet Schools of America grant that, if awarded, would add Lansdowne MS and HS in SW (as well as Deep Creek MS and Chesapeake HS in the Southeast area) as magnet programs for 2005-2006 school year. The 3-year renewable grant carries a requirement to prove a diverse environment and would therefore create programs at these schools that do not have entrance criteria. It would help the proposal if a letter of support could be provided from the council (Jean and Lisa will discuss this detail).

Note: While it was discussed that since Lansdowne MS is not currently an available choice due to its current performance status, concern was expressed that adding a magnet program at Lansdowne MS in the event this proposal is granted to BC would remove that school as an option from parents and students slated for Woodlawn MS, currently a reconstituted/eligible school. Under No Child Left Behind, these students will have an option to choose another BC school due to current performance status at Woodlawn MS and magnet schools are not available choices. Adding another school to the magnet list (and one without entrance criteria) would give students more selection for magnet programs if they were to select that application option. The current focus in BC is on schools in need.

Business meeting called to order at 9:03 pm by Lisa Orens.

Attendees: Marsha Brett, Mike Kennedy, Sharon Loving, Dr. Richard Milbourne, Sam Macer, Lisa Orens (chair), (Bonita) Faye Vincent

1. Old business:

- Advisory Council website is up and running. www.bcps.org/community/educational/edu_advisory_council/default.asp
- Update provided on small learning communities meeting by Sam Macer.
- Reminder from Lisa Orens that the budget is still in process and the proposed county budget is available on the BCPS website.
- Request from Lisa that all members begin thinking about officer elections for next year.
- Notified by Lisa that there is still no information from Woodlawn or Lansdowne High Schools regarding student members.
- Informed by Lisa that Anita Newkirk is serving on Calendar Committee

2. New Business:

- PTA Council meeting scheduled for 2/19/04 at Catonsville HS has been cancelled.
- Town Meeting planned for 2/19/04 at Hillcrest ES if anyone can attend.
- Alternative placement for middle school students has approximately 70 seats and some concern has been expressed about these placements perhaps not being long enough.
- A proposal is underway to use grounds at Catonsville HS for an arboretum.
- Recent incidents at several schools regarding student security and safety discussed. Sharon Loving questioned follow-up regarding lockdown drills at Woodbridge with non-locking doors.
- Lisa suggested several small meetings be held with Dr. Hairston allowing council and PTA members to have informal discussions. Questions were raised regarding how to keep groups small.
- Advisory Council officers are scheduled for 6pm dinner meeting with BOE on March 9.
- Sam challenged members to invite parents to other meetings to help get others involved.
- Sam notified the group that Professional Development would be holding a March meeting to develop a teacher course in Parent Development and that they would be looking for parents to attend to provide input.

Business meeting adjourned approximately 9:35 pm.

Respectfully submitted,
Sharon Loving
Secretary, SW Education Advisory Council