

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

MONTHLY WORK SESSION

Tuesday, May 19, 2009
5:10 P.M. - Closed Session, 6:30 P.M. – Work (Open) Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for May 19, 2009

IV. MINUTES

Consideration of the Open and Closed Minutes of April 21, 2009

Exhibit A

V. SPECIAL ORDER OF BUSINESS – Recognition of Student Board Member,
Annette Karanja

VI. NEW BUSINESS

A. Consideration of consent to the following personnel matters:

(Dr. Peccia)

1. Transfers

Exhibit B

2. Retirements

Exhibit C

3. Resignations

Exhibit D

4. Non-Renewals

Exhibit E

5. Administrative Appointments

Exhibit F

PULLED B. Consideration of the Proposed Restructuring of the Curriculum and
Instruction (C&I) Organization (exhibit to follow)

(Dr. Hairston)

Exhibit G

C. Consideration of consent to the following contract awards:

(Mr. Gay/Mr. Sines)

Exhibit H

1. 4A Masonry – West Towson Elementary School

2. 6A Carpentry, Casework, and Miscellaneous – West Towson
Elementary School

VII. WORK SESSION REPORTS

A. Report on the Proposed Carpet for Towson High School (first
reading):

(Mr. Patzkowsky)

Exhibit I

VII. WORK SESSION REPORTS (cont)

- B. Report on the following Board of Education Policies (first reading): (Ms. Harris)
- Proposed Changes to Policy 1220 – COMMUNITY RELATIONS: Community Involvement-Citizens Advisory Committees Exhibit J
 - Proposed Changes to Policy 1500 – COMMUNITY RELATIONS: Zoning Information Exhibit K
 - Proposed Changes to Policy 1600 – COMMUNITY RELATIONS: Public Charter Schools Exhibit L
 - Proposed Changes to Policy 4001 – PERSONNEL: General-Drug-Free Workplace Exhibit M
 - Proposed Changes to Policy 5550 – STUDENTS: Conduct-Disruptive Behavior Exhibit N
 - Proposed New Policy 5580 – STUDENTS: Conduct-Bullying Exhibit O
 - Proposed Changes to Policy 6501 – INSTRUCTION: Evaluation of the Instructional Program Exhibit P
- C. Governing Regulations and BCPS Investment Procedures (Ms. Burnopp) Exhibit Q
- D. Analysis on TELL Maryland Survey (Dr. Rhoades) Exhibit R

VIII. INFORMATION

- A. MSDE Bi-annual Financial Report Exhibit S
- B. Financial Report for months ending March 31, 2008 and 2009 Exhibit T

IX. ANNOUNCEMENTS

Next Board Meeting Tuesday, June 9, 2009
7:30 PM Greenwood

TENTATIVE MINUTES**BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND**

Tuesday, April 21, 2009

The Board of Education of Baltimore County met in closed session at 4:01 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Ms. Frances A. S. Harris, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, J. Robert Haines, Esquire, Deputy Superintendent, and staff members were present.

The Board entertained oral argument in Hearing Examiner's Case #08-12. The matter was heard in closed session.

In addition to the above listed Board members, the following persons were present for oral argument: Anjanette Dixon, Esquire, Associate General Counsel; Margaret-Ann F. Howie, Esquire, General Counsel; Andrew W. Nussbaum, Esquire, Legal Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

The proceedings of the hearing were recorded.

Board members deliberated on the case.

On motion of Mr. Pallozzi, seconded by Mr. Parker, the Board adjourned at 4:06 p.m.

OPEN SESSION MINUTES

The Board of Education of Baltimore County met in open session at 5:00 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Ms. Frances A. S. Harris, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, and Mr. David Uhlfelder. In addition, Dr. Joe A. Hairston, Superintendent of School, and staff members were present.

Ms. Murphy reminded Board members of community functions and Board of Education events scheduled in April, May, and June.

Board member, Mr. Earnest Hines, entered the room at 5:07 p.m.

Mr. Janssen announced the Baltimore County Music Educators Wind Symphony & Chorus on Sunday, May 17, 2009, at Parkville High School beginning at 7:30 p.m. to benefit Kids Helping Hopkins.

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1) and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board commenced its closed session at 5:08 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:08 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Ms. Frances A. S. Harris, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, and Mr. David Uhlfelder. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: J. Robert Haines, Esq., Deputy Superintendent; Ms. Rita Fromm, Chief of Staff; Dr. Jonathan Brown, Associate Superintendent, Curriculum and Instruction; Mr. William Lawrence, Assistant Superintendent, Northwest Area; Dr. Robert Tomback, Assistant Superintendent, Northeast Area; Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area; Mr. Stephen Bender, Assistant to the Assistant Superintendent, Southeast Area; Mr. Lyle Patzkowsky, Assistant Superintendent, Central Area; Dr. Donald Peccia, Assistant Superintendent, Human Resources; Ms. Barbara Burnopp, Chief Financial Officer; Dr. Alpheus Arrington, Director, Human Resources; Mr. Daniel Capozzi, Staff Relations Manager; Margaret-Ann F. Howie, Esquire, General Counsel; Edward J. Novak, Esquire, Associate General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. Capozzi updated Board members on negotiations with collective bargaining units.

Mr. Capozzi and Ms. Burnopp exited the room at 5:18 p.m.

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

On motion of Mr. Janssen, seconded by Mr. Pallozzi, the Board adjourned its closed session at 5:41 p.m.

ADMINISTRATIVE FUNCTION

At 5:41 p.m., Board members discussed the following items:

- Possible change to tonight's agenda.
- Board's Role in the Appeal Process.

Mr. Haines and Ms. Fromm exited the room at 6:47 p.m.

ADMINISTRATIVE FUNCTION (cont)

- Board's annual evaluation.
- Superintendent's evaluation.

The Board adjourned for a brief dinner recess at 7:00 p.m.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:37 p.m. at Greenwood. President JoAnn C. Murphy and the following Board members were present: Mr. James E. Coleman, Ms. Frances A. S. Harris, Mr. Earnest E. Hines, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. Mary-Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Miss Annette Karanja. 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 Kirsten, Kyne, a student at Loch Raven High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Under item X, New Business, Dr. Hairston added item E, Acceptance of Construction Funding. The addition to the agenda was unanimously approved by the Board (favor-12).

Hearing no additions or corrections to the Open and Closed Minutes of March 10, 2009; the Report on the Board of Education Work Session of March 24, 2009, Ms. Murphy declared the minutes approved as presented on the Web site.

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

SELECTION OF SPEAKERS

After collecting completed sign-up cards, Ms. Murphy announced the names of persons who would be speaking during the public comment portion of the meeting as well as the order in which the persons would be called.

ADVISORY AND STAKEHOLDER COMMENTS

Mr. Daniel Breidenbaugh, Baltimore County Student Council President, reported on the council's convention in Ocean City where students participated in idea exchanges and workshops. Mr. Breidenbaugh announced that the annual BCSC Bull Roast would be held on May 15, 2009, at Oregon Ridge Park. Miss Kirsten Kyne, a member of the Superintendent's Student Council Advisory Group, stated that there should be some college-readiness courses to prepare students for college. Miss Kyne also encouraged more gifted and talented (G/T) course work in middle schools.

Ms. Jasmine Shriver, Coordinator of the Area Educational Advisory Councils, stated that the County Executive provided COLA's in his proposed budget for all school system employees. She also noted that the County Executive did not seek a Maintenance of Effort (MOE) waiver like other counties in the state.

Ms. Laura Mullen, Chair of the Central Area Educational Advisory Council, reported on the council's March 26, 2009 meeting. Dr. Jane Barringer, principal of Towson High School, provided a presentation on Towson's success in implementing honors and G/T courses. Ms. Karen Srylo, Chairperson of the Citizens Advisory Committee on Gifted and Talented Education, provided a brief overview of the events that have occurred regarding the possibility of Grade 10 G/T social studies being removed. Ms. Mullen announced the council's next meeting would be held on April 23, 2009, at Padonia Elementary School.

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, reported on the general meeting that was held on March 26, 2009. The featured program was "PTA/PTSA Survival Guide." Ms. Ostrow announced that the PTSA Council Awards Ceremony would be held on April 30, 2009, at Loch Raven High School.

Ms. Cheryl Bost, President of the Teachers Association of Baltimore County, announced that the TABCO/BACE Recognition Awards ceremony would be held on May 7, 2009, at Martin's East. Ms. Bost distributed TABCO's bulletin, focusing on the lead article regarding "desirable" and "less than desirable" schools.

SUPERINTENDENT'S REPORT

Dr. Hairston noted that on April 1, Secretary of Education Arne Duncan announced that the Recovery Act provides state stabilization funds to help boost the economy and includes more than \$100 billion for education from prekindergarten through college. With this investment, four core focus areas were identified. One of these is improving teacher effectiveness and ensuring that all schools have highly qualified teachers. Dr. Hairston commented that Baltimore County Public Schools (BCPS) is well on its way to meeting that goal. He stated that, in Goal 3 of BCPS' *Blueprint for Progress*, approximately 96% of BCPS core academic teachers are highly qualified, including more than 99.4% of core academic teachers at the elementary level.

OLD BUSINESS

Board of Education Policies

The Board Policy Committee, represented by Ms. Harris, recommended approval of five (5) policies. This is the third reading.

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the following proposed policies (favor-12):

- Proposed Changes to Policy 2361 – ADMINISTRATION: Administrative Operations-Student Carriers
- Proposed Deletion of 3141 – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Pensions
- Proposed Changes to Policy 3142 (renumbered to 4009) – NON-INSTRUCTIONAL SERVICES: Fiscal Services-Employee Insurance
- Proposed Changes to Policy 4100 – PERSONNEL: Professional
- Proposed Deletion of Policy 4113 – PERSONNEL: Certification

Proposed Naming of the New Towson Elementary School

Mr. Parker motioned that the Board approve the name “West Towson Elementary School” for the new elementary school in the Towson area. The motion was seconded by Mr. Coleman and approved by the Board (favor-12).

REPORTS

The Board received the following reports:

- A. **Board of Education Policies** – Ms. Frances Harris stated that the Board of Education’s Policy Committee met to consider the policies presented this evening, and that the committee is recommending approval of these policies. This is the first reading.
- Proposed Deletion of Policy 4122 – Student Teachers
 - Proposed Changes to Policy 4123 – Summer School Teachers
 - Proposed Changes to Policy 4125 – Summer Curriculum Development Workshop Participants
 - Proposed Changes to Policy 4133 – PERSONNEL: Professional-Tutoring

REPORTS (cont)

- Proposed Deletion of Policy 4162 – Grievance Procedure – Title IX and Section 504
- Proposed Deletion of Policy 4216 – Grievance Procedure-Title IX

With regards to Policies 4162 and 4216, Ms. Johnson asked whether staff would be adding an additional policy or rule in the future. Dr. Donald Peccia, Assistant Superintendent of Human Resources, responded that there is no grievance procedure under the EEO, and that the school system was considering changes; however, those changes will not be implemented at this time.

- B. Report on the Proposed School Calendar for 2010-2011** – Ms. Kara Calder, Chief Communications Officer, stated the school calendar’s objective is to advance student achievement and align activities to support teaching and learning. This is the first reading of the proposed calendar.

Mr. Janssen expressed concern that elementary schools are closed on Monday, November 22, 2010, with schools also being closed for Thanksgiving, November 25, and 26. Ms. Calder stated that the closure of elementary schools is to accommodate parents for conferences with teachers.

- C. Report on Proposed Special Education Staffing Plan for 2009-2010** – Ms. Pat Lawton, Director of Special Education, and Mr. Renard Adams, Coordinator of Compliance and School Support, provided an overview of the proposed plan. Ms. Lawton noted the approved staffing plan is due to the Maryland State Department of Education on or before July 1, 2009. The review process included two community input sessions and a public comment session. The following program and staffing recommendations were discussed:

- The professional development (PD) plan will consider the roles of school leaders who will supervise the implementation of instruction and appropriate accommodations. PD will model the use of resources for differentiation of core, supplemental, and intervention programs.
- A steady increase in the percentage of students instructed in LRE (inside general education 80 percent or more of the school day) for the last four years.
- MSA and ALT-MSA show a trend of continuous improvement in both reading and mathematics.
- The proposed Board of Education budget for FY10 identifies funds allocated to the special education program that exceed the amount of funds allocated to the program in FY09. The federal pass-through grant for FY10 will continue to fund special education positions and related services.

REPORTS (cont)

Mr. Adams reviewed Appendix D, Professional Development Year-at-a-Glance, and the leadership development series.

This is the first reading of the special education staffing plan.

Mr. Janssen commented that at the March 9 public hearing, there were a number of parents in the northeast area who expressed concern about the service their students were receiving. Mr. Janssen thanked Ms. Lawton for quickly following up on the issues.

Ms. O'Hare asked whether the Office of Special Education would track professional development and would training be available. Ms. Lawton responded that staff has been trained on the documents. The Office of Special Education will track professional development and use the information in special education to create phase planning and develop actions plans.

- D. **Legislation Summary** – Edward Novak, Esquire, Associate General Counsel, Legislative and Policy Matters, reviewed key pieces of legislation and the status of house and senate bills that affect Baltimore County Public Schools.

PERSONNEL MATTERS

On motion of Ms. O'Hare, seconded by Mr. Pallozzi, the Board approved the personnel matters as presented on exhibits Q, R, S, T, and U (Copies of the exhibits are attached to the formal minutes).

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Pallozzi, recommended approval of items 1-37 (exhibit V). Mr. Pallozzi noted that item 38 is being pulled from tonight's agenda.

The Board approved these recommendations. Mr. Janssen abstained from voting on items 36 and 37.

1. eCatalog Contracts (a through x)
 - a. PCR-243-09 Art Photography Supplies
 - b. PCR-242-09 Art Supplies
 - c. PCR-241-09 Audio/Visual Equipment

BUILDING AND CONTRACT AWARDS (cont)

- d. PCR-240-09 Audio/Visual Supplies
 - e. MWE-815-09 Family and Consumer Sciences Materials
 - f. JNI-732-09 First Aid Supplies
 - g. MWE-819-09 Handwriting Material
 - h. MBU-518-09 Instructional Materials for Technology Education
 - i. MBU-516-09 Instrumental Music Supplies
 - j. JNI-734-09 Interscholastic Athletic Supplies and Equipment
 - k. JNI-735-09 Interscholastic Football Supplies and Equipment
 - l. PCR-245-09 Math Supplies
 - m. MWE-816-09 Media: Elementary
 - n. MWE-817-09 Media: Secondary
 - o. MWE – 818-09 Media; Special Education
 - p. JNI-733-09 Medications
 - q. JNI-736-09 Physical Education Supplies and Equipment
 - r. PCR-244-09 Science Supplies
 - s. JMI-616-09 Textbooks – Elementary School
 - t. JMI-618-09 Textbooks – High School
 - u. JMI-617-09 Textbooks – Middle School
 - v. JMI-619-09 Textbooks – Special Education
 - w. MBU-515-09 Unique Office Supplies
 - x. MBU-517-09 Vocal Music Supplies
2. RGA-134-05 Contract Modification: Amendment to #8 to the BCPS Timonium Lease
 3. JNI-734-06 Contract Modification: Teaching American History
 4. RGA-970-09 Certificate in Management for Baltimore County Public Schools
 5. JNI-742-09 Computer Graphic Studio System
 6. RGA-960-09 Earth-Space Science Graduate Certificate
 7. RGA-966-09 Elementary Mathematics Cohort III
 8. JMI-625-09 Environmental Remediation, Restoration, and Repair Services
 9. JMI-634-09 Lamps and Bulbs
 10. RGA-123-09 Lease Extension – Commerce Centre, Office of World Languages
 11. RGA-961-09 Mind, Brain, and Teaching Certificate
 12. MWE-827-09 Motor Vehicles
 13. JMI-640-09 Networking Services and Equipment
 14. RGA-962-09 Ph.D. in Instructional Leadership for Changing Populations

BUILDING AND CONTRACT AWARDS (cont)

15. RGA-967-09 Resident Teacher Certification – Cohort 7
16. RGA-963-09 School Improvement Leadership – Cohort A
17. RGA-964-09 School Improvement Leadership – Cohort B
18. RGA-128-09 Science Curriculum Textbooks and Support Materials – Grade 6, 7, and 8
19. RGA-968-09 Second Language Learners in the Regular Classroom
20. RGA-969-09 Special Education Cohort
21. RGA-965-09 STEM Master Teacher Development Program
22. RGA-126-09 Transportation Services for Textbooks
23. JMI-632-09 Financing of Vehicles
24. MBU-556-08 Contract Modification: Additions and Renovations – Food Services Warehouse
25. JMI-712-06 Contract Modification: Renovations – Old Court Middle School
26. JMI-607-08 Contract Modification: On-Call Construction Monitoring Services at Various Schools
27. MWE-814-09 Roof Replacement – Colgate Elementary School
28. JMI-741-09 Replacement of Windows, Blinds, and Doors – Deer Park Elementary School
29. MWE-823-09 Exterior Lighting Upgrade – Hernwood Elementary School
30. MBU-525-09 Roof Replacement – Loch Raven Academy
31. MWE-820-09 Replacement of Windows, Blinds, and Doors – McCormick Elementary School
32. JMI-626-09 Replacement of Windows, Blinds, and Doors – Oliver Beach Elementary School
33. MWE-822-09 Roof Replacement – Perry Hall Middle School
34. MWE-821-09 Cooling Tower Replacement – Pine Grove Elementary School
35. JMI-746-09 Rosedale Bus Maintenance Facility
36. MBU-522-09 1A Testing and Inspection Contract for the new West Towson Elementary School
37. MBU-522-09 2A Sitework Contract for the new West Towson Elementary School

PROPOSED BOARD MEETING SCHEDULE

Ms. Murphy reviewed the proposed Board meeting dates for the upcoming year with Board members.

Mr. Pallozzi moved that the Board approve the Proposed Board Meeting Schedule for 2009-2010 (exhibit W). The motion was seconded by Mr. Parker and approved by the Board (favor-12).

BUDGET APPROPRIATION TRANSFER

Ms. Barbara Burnopp, Chief Financial Officer, shared with Board members that this budget appropriation transfer (BAT) is a request to the county to realign funds by category with planned and projected year-end expenses. Funds are available due to savings in Instructional Salaries expenditures.

Ms. O'Hare asked what is included under "other instructional costs." Ms. Burnopp responded that this category is for everything in schools except for text books and supplies. Ms. O'Hare asked whether there is any money in this BAT for typing of curriculum guides. Ms. Burnopp responded that the proposed BAT aligns the budget for all of BCPS' current initiatives. Ms. O'Hare expressed concern that not all of the curriculum guides are available in the Articulated Instruction Module (AIM). Dr. Hairston stated that there is no expenditure to pay a contractor to do what staff is paid to do. Dr. Hairston noted that this BAT does not address AIM.

On motion of Mr. Parker, seconded by Ms. Harris, the Board approved the operating budget appropriation transfer of \$5,339,123 as presented in exhibit X (favor-11). Student representative, Miss Karanja, did not vote on this item.

ACCEPTANCE OF CONSTRUCTION FUNDING

Mr. Parker moved that the Board accept the County Executive's funding availability to construct new buildings to house Dundalk High School and Sollers Point Technical High School, on the grounds of Dundalk High School, and authorize the Superintendent to proceed with seeking the necessary architectural and engineering support to begin this project. Mr. Janssen seconded the motion.

Mr. Haines provided background information on the Perks-Reutter program that the school system entered into approximately ten years ago. After feasibility studies and capital budget program reviews, the financial equation worked in favor of replacing the two schools instead of renovating Dundalk High and Sollers Point Technical High Schools. BCPS will work with county government to build both schools on the property of the current Dundalk High School; one unified campus with two separate schools.

ACCEPTANCE OF CONSTRUCTION FUNDING (cont)

Board members applauded the work of staff stating that this is good news for the school system and the Dundalk area.

The Board approved this item (favor-11). Student representative, Miss Karanja, did not vote.

INFORMATION

The Board received the following as information:

- A. New Superintendent's Rule 2361 – ADMINISTRATION: Administrative Operations-Student Carriers
- B. Deletion of Superintendent's Rule 4113 – PERSONNEL: Certification
- C. Revised Superintendent's Rule 5140 – STUDENTS: Enrollment and Attendance
- D. Revised Superintendent's Rule 5150 – STUDENTS: Enrollment and Attendance
- E. 2008 Maryland Performance Report Card
- F. Financial Report for months ending February 29, 2008 and February 28, 2009
- G. Revision to 2008-2009 School Calendar

ANNOUNCEMENTS

Ms. Murphy made the following announcements:

- The Northeast Area Education Advisory Council will hold its capital pre-budget hearing on Wednesday, April 22, 2009, at Vincent Farm Elementary School beginning at 7:00 p.m.
- The Central Area Education Advisory Council will hold its capital pre-budget hearing on Thursday, April 23, 2009, at Padonia Elementary School beginning at 7:00 p.m.
- The Board of Education of Baltimore County will hold its next meeting on Tuesday, May 5, 2009, at Greenwood. The meeting will begin with an open session at approximately 5:30 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:30 p.m. The public is welcome to all open sessions.

GENERAL PUBLIC COMMENT

Dr. Bash Pharoan asked the Board to apply the doctrine of fairness and add the Muslim holidays to the school calendar.

Mr. Muhammad Jameel stated that the proposed 2010-2011 does not reflect the sentiment of the minutes of the calendar committee. Mr. Jameel asked the Board to review the calendar before it decides whether it is fair and that Muslim students have equal rights.

Ms. Kay Hardisky stated that after the recent \$15 million renovation at Ridgely Middle School, classrooms have become unbearably hot and dangerous on warm days. She stated that the original renovation plan in 2005 called for chillers but these were never installed. Ms. Hardisky asked the Board to help address the heat problem at Ridgely Middle School.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:50 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

/bls

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

MAY 19, 2009

RECOMMENDED TRANSFERS

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>BARBARA C. BISSET</u> (Effective July 1, 2009)	Principal on Assignment Department of Professional Development	Director Department of Professional Development

(Principal on Assignment Position eliminated)

<u>KAREN T. BLANNARD</u> (Effective July 1, 2009)	On Loan Maryland State Department of Education	Principal Halstead Academy
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(Replacing Jill Carter, recommended for transfer to Principal, Halethorpe Elementary School)

<u>JILL A. CARTER</u> (Effective July 1, 2009)	Principal Halstead Academy	Principal Halethorpe Elementary School
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(Replacing Jill Bordenick, transferred to Personnel Officer, Department of Human Resources)

<u>KAREN S. HARRIS</u> (Effective July 1, 2009)	Principal on Assignment Office of Language Arts	Principal Fort Garrison Elementary School
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(Replacing Susan Hershfeld, recommended for transfer to Principal, West Towson Elementary School)

<u>LAURA A. HOHMAN</u> (Effective July 1, 2009)	Assistant Principal Eastern Technical High School	Student Data Applications Supervisor Office of Student Data
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(New Position)

<u>MARGARET T. JOHNSON</u> (Effective July 1, 2009)	Principal on Assignment Office of World Languages	Director Office of World Languages
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(Principal on Assignment Position eliminated)

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
<u>EDMUND L. MITZEL</u> (Effective July 1, 2009)	Principal Patapsco High School	Principal Pikesville High School
(Replacing Barbara Walker, recommendation for promotion to Area Assistant Superintendent, Office of the Superintendent)		
<u>BEATRICE M. RUETER</u> (Effective July 1, 2009)	Assistant Principal Pinewood Elementary School	Assistant Principal Hawthorne Elementary School
(Replacing Susan Nelson, retired)		

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

May 19, 2009

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Regina Satterfield	Area Assistant Superintendent	Southeast Area	34.0	07/01/09

As of 05/12/2009

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204****May 19, 2009****RESIGNATIONS****ELEMENTARY – 27****Bear Creek Elementary School**

Jacqueline M. Wagner, 06/30/09, 1.0 yr., 5.0 mos.
Special Education – Self-Contained

Carroll Manor Elementary School

Joann N. Demaso, 06/30/09, 5.0 mos.
Reading

Chase Elementary School

Corrie E. Barone, 06/30/09, 1.0 yr.
Special Education – Inclusion

Chatsworth School

Nancee J. Goodwin, 06/30/09, 7.0 yrs.
Special Education – Self-Contained

Church Lane Elementary School

Daisy B. Ngaya, 06/30/09, 2.0 yrs.
Special Education – Self-Contained

Dogwood Elementary School

Nisreen N. Wright, 06/30/09, 11.0 mos.
Grade 5

Elmwood Elementary School

Crystal A. Martin, 06/30/09, 1.0 yr.
Grade 3

Featherbed Lane Elementary School

Sylvia I. McCant, 06/30/09, 2.0 yrs.
Kindergarten

Danielle D. Stokes, 06/30/09, 1.0 yr.
Grade 5

Halethorpe Elementary School

Elizabeth A. Thurston, 06/30/09, 14.0 yrs.
Librarian

Logan Elementary School

Christina M. Bandoch, 06/30/09, 1.0 yr.
Grade 1

Owings Mills Elementary School

Maya A. Wildberger, 06/30/09, 1.0 yr.
Grade 5

Pot Spring Elementary School

Catharine B. Russell, 06/30/09, 4.0 yrs.
Grade 5

Prettyboy Elementary School

Matthew R. Gaumer, 06/30/09, 2.0 yrs.
Grade 5

Randallstown Elementary School

Amy P. Wood, 06/30/09, 2.0 yrs.
Grade 5

Red House Run Elementary School

Stephanie L. Oldham, 06/30/09, 1.0 yr.
Grade 1

Reisterstown Elementary School

Barbara Hall-Coleman, 06/30/09, 2.0 yrs.
Special Education – Inclusion

Relay Elementary School

Maureen M. Nelson, 06/30/09, 5.0 yrs.
Special Education – Self-Contained

Riderwood Elementary School

Catherine A. Conyngham, 06/30/09, 6.0 yrs.
Special Education – Self-Contained

Seven Oaks Elementary School

Sierra L. Silkman, 06/30/09, 2.0 yrs.
Grade 3

Summit Park Elementary School

Janet C. Schroeder, 06/30/09, 6.0 yrs.
Grade 5

Vincent Farm Elementary School

Heather M. Horowitz, 04/30/09, 5.0 yrs., 9.0 mos.
Special Education – Self-Contained

Stephanie S. Willett, 06/30/09, 4.0 yrs.

Kindergarten

Westowne Elementary School

Sheryl L. Forman, 06/30/09, 5.0 mos.
Grade 1

Ellen H. Scott, 06/30/09, 4.0 yrs.
Special Education – Inclusion

Winfield Elementary School

Kerry L. Hutton, 06/30/09, 1.0 yr.
Grade 4

Woodbridge Elementary School

Charles A. Shimonkevitz, 06/30/09, 2.0 yrs.
ESOL

SECONDARY – 37

Carver Center for Arts & Technology

Stephanie M. Correlli, 06/30/09, 2.0 yrs., 9.0 mos.
English

Chesapeake High School

Patrick W. Scalisi, 06/30/09, 2.0 yrs.
Social Studies

Deep Creek Middle School

Joyce E. Brown, 04/24/09, 2.0 yrs., 8.0 mos.
Social Worker

Deer Park Middle/Magnet School

Tameka L. Cottman-Adedeji, 06/30/09, 2.0 yrs., 8.0 mos.
Mathematics

Aaron, M. Goldsmith, 06/30/09, 1.0 yr.
Science

Megan N. Gutierrez, 06/30/09, 2.0 yrs.
Spanish

Kimberly R. Johnson-Redder, 06/30/09, 2.0 yrs.
Science

Naheed F. Uddin, 06/30/09, 2.0 yrs.
Science

Dundalk High School

Liesl M. Gercke, 06/30/09, 3.0 yrs.
Spanish

Mary T. Meritis, 06/30/09, 2.0 yrs.
Special Education – Self-Contained

Terrence W. Turner, 06/30/09, 1.0 yr.
Technology Education

Franklin Middle School

Linda B. Boxman, 06/30/09, 6.0 yrs.
Health

Nicola J. Lambden, 06/30/009, 6.0 yrs., 6.0 mos.
Spanish

Lauren R. McShane, 06/30/09, 2.0 yrs.
Spanish

Hereford High School

Joell M. Raab, 04/27/09, 11.0 yrs., 8.0 mos.
Mathematics

Kenwood High School

Ashley-Anne Brown, 06/30/09, 4.0 yrs.
Special Education – Self-Contained

Tiffani E. Manns, 06/30/09, 1.0 yr., 8.0 mos.
Mathematics

Rosemarie Steinberg, 06/30/09, 8.0 mos.
Spanish

Middle River Middle School

Nathan L. Martin, 06/30/09, 2.0 yrs.
Mathematics

New Town High School

Victoria L. McCollum, 06/30/09, 1.0 yr.
Spanish

Stephanie M. Wigdalski, 06/30/09, 3.0 yrs.
Special Education – Self-Contained

Patapsco High School

Veronica V. Gianan, 06/30/09, 2.0 yrs.
Special Education – Self-Contained

Anna R. Mastrog-Rahim, 03/20/09, 15.0 yrs.
Spanish

Perry Hall Middle School

Jodi M. Janosky, 06/30/09, 4.0 yrs.
Special Education – Inclusion

Pikesville Middle School

Nicole A. Biden, 06/30/09, 2.0 yrs.
English

Jennifer D. Feinberg, 06/30/09, 2.0 yrs.
English

Pikesville High School

Leah D. Concina, 06/30/09, 2.0 yrs.
Science

Joshua U. Gonsher, 06/30/09, 2.0 yrs.
Reading

Randallstown High School

Matthew G. Retallack, 06/30/09, 3.0 yrs.
Science

Rachel S. Seal, 06/30/09, 2.0 yrs.
Art

Valencia T. Teamer, 06/30/09, 3.0 yrs.
Special Education – Self-Contained

Ridgely Middle School

Lawrence E. Warner, 06/30/09, 1.0 yr.
Spanish

Sollers Point Technical High School

Lorraine Gordon, 03/13/09, 3.0 mos.
Vocational

Stemmers Run Middle School

ADMINISTRATOR – 1

Pikesville Middle School

Chanta' M. Booker, 06/30/09, 3.0 yrs.
Assistant Principal

Jessica A. Shaw, 06/30/09, 5.0 yrs.
Special Education – Self-Contained

Sudbrook Magnet Middle School

Tiffany C. Farrell, 06/30/09, 5.0 yrs.
Mathematics

Windsor Mill Middle School

Wilhelmena M. Cromwell, 06/30/09, 1.0 yr.
Dance

Woodlawn Middle School

Jennie M. Sherfey, 06/30/09, 1.0 yr.
Science

RESIGNATIONS FROM LEAVE – 1

Gretchen M. Henderson, granted Child Rearing Leave, 01/15/09-06/30/09, resigning 06/30/09, 6.0 yrs.

BALTIMORE COUNTY PUBLIC SCHOOLS**RECOMMENDED APPOINTMENTS****May 19, 2009****NAME****FROM****TO****HARVEY F. CHAMBERS**

(Effective July 1, 2009)

Assistant Principal
Dean of Operations
Baltimore City Public Schools
Winston Middle SchoolAssistant Principal
Southwest Academy

(Replacing Shelly Harris, transferring to an elementary classroom position)

JENNIFER L. DUNKLE

(Effective July 1, 2009)

Specialist, Recruitment and Pre-service
Teacher Internship
Department of Human ResourcesSupervisor, New Teacher and
Paraeducator Support
Department of Professional
Development

(Replacing Diane Rymer, resigned)

SUSAN S. ENSOR

(Effective July 1, 2009)

Teacher/Resource
Office of ScienceAssistant Principal
Loch Raven High School

(Replacing Charles Harding, resigned)

KIMBERLY G. FIELDS

(Effective July 1, 2009)

Guidance Counselor
Woodbridge Elementary SchoolAssistant Principal
Woodbridge
Elementary School

(Replacing LaTasha Brantley, resigned)

SUSANN M. GRIGGS

(Effective July 1, 2009)

Teacher/Mentor
Hebbsville Elementary SchoolAssistant Principal
Hebbsville Elementary School

(Replacing Sandra Wilkins, promoted to Principal, Hebbsville Elementary School)

JEFFREY S. HOGAN

(Effective July 1, 2009)

Instructional Coach – Title I
Sandy Plains Elementary SchoolAssistant Principal
Elmwood Elementary
School

(Replacing Maleena Kantorski, resigning)

NAME

FROM

TO

RYAN J. IMBRIALE
(Effective July 1, 2009)

Assistant Principal
Perry Hall High School

Principal
Patapsco High School and
Center for the Arts

(Replacing Edmund Mitzel, recommended for transfer to Principal, Pikesville High School)

TRACI J. MATHENA
(Effective July 1, 2009)

Teacher/English
Dumbarton Middle School

Assistant Principal
Towson High School

(Replacing Lance Williams, promoted to Coordinator, Office of Special Education)

FRANCINE M. SCHAFFER
(Effective July 1, 2009)

Specialist, Home-Schooling
Department of Student Support
Services

Principal
Bridge Center

(Replacing David Lloyd, transferred to Principal, Catonsville Center for Alternative Studies)

BARBARA E. WALKER
(Effective July 1, 2009)

Principal
Pikesville High School

Area Assistant Superintendent
Office of the Superintendent

(Replacing Jean Satterfield, retiring)

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

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

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

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – May 19, 2009**

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

- 1. Contract:** 4A Masonry – West Towson Elementary School
Contract #: MBU-539-09

Term: N/A	Extension: N/A	Contract Ending Date: N/A
Estimated annual award value: \$		1,780,000
Estimated contingency amount: \$		178,000
Estimated total award value: \$		1,958,000

Board meeting date:	May 19, 2009
Bid issued:	March 19, 2009
Pre-bid meeting date:	March 24, 2009
Due date:	April 20, 2009
No. of vendors issued to:	7
No. of bids received:	6
No. of no-bids received:	0

Description:

This contract package includes labor, material, equipment, and supervision necessary for the completion of masonry, masonry-reinforcing steel, built-in or embedded flashing, and through-wall flashing, etc., material deliveries, hoist equipment with operators, enclosures and heat, cold weather protection, scaffolding, and related items, etc., needed for work as required on site for the construction of the new elementary school.

The award value above includes additional costs associated with the work in Alternate 4 for the additional elevator near the gymnasium.

Recommendation:

Award of contract is recommended to:

Manganaro Midatlantic, LLC

Beltsville, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

POSTING

Bid Number: MBU-539-09

Bid Name: 4A Masonry – West Towson Elementary School

	Manganaro Midatlantic	LF Jennings Inc.	Advanced Masonry Systems Inc.	Karon Masonry Inc.	Pompano Masonry Corp	George Moehrle Masonry
Package 4A Base Bid	\$1,778,000	\$1,997,850	\$2,085,950	\$2,100,000	\$2,120,000	No Bid
Alternate 4	\$2,000	\$10,000	\$9,500	\$10,000	\$1,060	No Bid
Alternate 6		(\$250)				
	\$1,780,000	\$2,007,600	\$2,095,450	\$2,110,000	\$2,121,060	No Bid

2. Contract: 6A Carpentry, Casework, and Miscellaneous – West Towson Elementary School

Contract #: MBU-539-09

Term: N/A	Extension: N/A	Contract Ending Date: N/A
Estimated annual award value: \$		1,420,000
Estimated contingency amount: \$		142,000
Estimated total award value: \$		1,562,000

Board meeting date:	May 19, 2009
Bid issued:	March 19, 2009
Pre-bid meeting date:	March 24, 2009
Due date:	April 20, 2009
No. of vendors issued to:	7
No. of bids received:	3
No. of no-bids received:	0

Description:

This contract package includes labor, material, equipment, and supervision necessary for the completion of the miscellaneous rough carpentry, interior architectural wood work, hollow metal doors and frames, flush wood doors, overhead coiling doors, toilet compartments and accessories, cubicles, operable partitions, wall and door protection, toilet, bath, and laundry accessories, fire extinguisher cabinets, fire extinguishers, transition room surface padding, residential appliances, library stack systems, stage curtains, horizontal louver blinds, roller window shades, manufactured wood casework, entrance floor mats and frames, and elevators, etc., as required on site for the construction of the new elementary school.

The award value above includes additional costs related to Alternate 4 for the additional elevator by the gymnasium, Alternate 6 for the chairlift at the cafeteria stage platform, and Alternate 11 for carpet facing on the operable gym partition wall that separates the gym from the cafeteria.

Recommendation:

Award of contract is recommended to:

MRP Contractors, LLC

Baltimore, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

POSTING

Bid Number: MBU-539-09

Bid Name: 6A Carpentry, Casework, and Miscellaneous – West Towson Elementary

	MRP Contractors	Hancock and Albanese	Homewood General Contractors
Package 6A Base Bid	\$1,298,500	\$1,338,350	\$1,343,300
Alternate 4	\$100,000	\$99,000	\$102,200
Alternate 6	\$19,000	\$18,000	\$19,900
Alternate 11	\$2,500	\$2,500	\$2,600
	\$1,420,000	\$1,457,850	\$1,468,000

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe Hairston, Superintendent

SUBJECT: **PROPOSED NEW CARPET IN TOWSON HIGH SCHOOL'S AUDITORIUM**

ORIGINATOR: Lyle Patzkowsky, Assistant Superintendent, Central Area

RESOURCE PERSON(S): Jane Barranger, Principal, Towson High School

RECOMMENDATION

That the Board of Education reviews and approves the replacement of the existing carpet in Towson High School's auditorium. This is the first reading.

In accordance with Superintendent's Rule #7330, Towson High School is proposing the replacement of its carpet in the auditorium be approved.

Floors, Etc., an approved BCPS vendor, presented a proposal to supply and install the new carpet and followed the procedure set forth in Superintendent's Rule #7330.

Students, as well as the total school community, will enjoy the new carpeting in Towson High School's auditorium.



Corporate Office & Sales
10709 Gilroy Rd
Suite 150
Hunt Valley, MD 21031
410-329-9680
410-329-9689 fax

Dr. Barranger,

Floors Etc. will supply and install new carpet in the Towson High School auditorium as previously discussed. We will be replacing the existing carpet with new carpet in the same areas. This cost will be the sole responsibility of Floors Etc. Towson High School will not be liable for any additional costs to complete this project.

Sincerely,

John Ginsburg
Senior Vice President
Floors Etc.
10709 Gilroy Rd.
Hunt Valley, Md. 21031
Office - 410-329-9680 x20
Mobile- 410-913-2929

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/18/2008 16:53

PRODUCER
Riggs, Counselman, Michaels & Downes
555 Fairmount Avenue
Towson, MD 21286-5497
410-339-7243

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
N. Ginsburg & Son, Inc. vs Flame Etc.
10709 Gilroy Road
Suite 150
Hunt Valley, MD 21031

INSURERS AFFORDING COVERAGE

INSURER A: The Netherlands Insurance Company	NAIC # 24171
INSURER B: Fidelity Insurance Company	24198
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS CODE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER OCCASION <input type="checkbox"/> LOG	CBP8464035	7/1/2008	7/1/2009	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA OCC/ACC) \$ 1,000,000 MED EXP (Any one person) \$ 700,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	BA8465635	7/1/2008	7/1/2009	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per household) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	EXCESS UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	CJB466035	7/1/2008	7/1/2009	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WCB465335	7/1/2008	7/1/2009	<input checked="" type="checkbox"/> VOLUNTARY <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 RB: Contract #12129-04A, Integral Systems, 6721 Columbia Gateway Drive, Columbia, MD 21046. The Willing-Turner Contracting Co., 6721 Gateway, LLC c/o COPT Development & Construction Services, LLC (Owner); Gasler (Architect) & Corporate Office Properties Trust & it's subsidiaries are listed as Additional Insured under the General Liability as required by written contract.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>Albert R. Counselman</i>

Jan 20 2009 4:21PM HP LASERJET FAX

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF
EDUCATION POLICY 1220 – CITIZENS ADVISORY
COMMITTEE**

ORIGINATOR: Kara Calder, Chief Communications Officer

**RESOURCE
PERSON(S):**

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 1220. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 1220

**Policy Analysis for
Board of Education Policy 1220
Citizen's Advisory Committee**

Statement of Issues or Questions Addressed

Board of Education Policy 1220 has not been reviewed since it was adopted in 1969. The policy is being revised to reiterate the Board's desire for community input on specific issues and to better coordinate with other policies that address community input.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 1200, *Community Involvement*

Board of Education Policy 1230, *Area Education Advisory Councils*

Board of Education Policy 1270, *Family/Community Involvement*

Legal Requirements

Annotated Code of Maryland, Education Article §4-112

Similar Policies Adopted by Other Local School Systems

1. Montgomery County, Policy BMA, *Board of Education Advisory Committees*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

Staff considered deletion of the policy, which was rejected in favor of revising the policy.

Timeline:

First reading – May 19, 2009

Public comment – June 9, 2009

Third reading – July 14, 2009

COMMUNITY RELATIONS: Community Involvement

Citizens Advisory Committee

[The Board of Education encourages the use of citizens and community resources to assist in developing the educational program. Advisory committees shall be appointed by the Board of Education to perform a definite function; this function shall be indicated to such an advisory committee in detail, in writing, at the time of appointment. Advisory committees shall be appointed primarily to advise the Board of Education, but the Board of Education shall seek the recommendation of the Superintendent of Schools before establishing or dissolving any advisory committee.]

All public announcements concerning the operation or recommendations of an advisory committee shall be released through the Office of the Superintendent of Schools.

Upon completing its assignment, an advisory committee shall either be given new duties or shall be dissolved. The Board of Education shall have the sole power to dissolve any of its advisory committees at any time during the life of any such committee.]

I. PROCESS

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) VALUES THE INVOLVEMENT OF PARENTS/GUARDIANS, BUSINESS PARTNERS, AND COMMUNITY STAKEHOLDERS AND ENCOURAGES THEIR INPUT AND SUPPORT IN THE EDUCATIONAL PROCESS. THE BOARD RECOGNIZES THAT CITIZEN AND EMPLOYEE ADVISORY COMMITTEES CAN CONTRIBUTE SIGNIFICANTLY TOWARD THE BETTERMENT OF THE SCHOOL SYSTEM.
- B. FROM TIME TO TIME, THE BOARD HAS FOUND THAT COMMUNITY INPUT IS BEST CHanneled THROUGH THE CREATION OF COMMUNITY-BASED COMMITTEES TO RESEARCH, REVIEW, DISCUSS, AND INFORM THE BOARD ON MATTERS TO BE CONSIDERED BY THE BOARD.
- C. COMMITTEES MAY BE APPOINTED AS THE NEED ARISES. COMMITTEE MEMBERS SERVE IN AN ADVISORY ROLE. FINAL DECISIONS REST WITH THE BOARD.

LEGAL REFERENCE: *ANNOTATED CODE OF MARYLAND*, EDUCATION
ARTICLE §4-112

RELATED POLICIES: BOARD OF EDUCATION POLICY 1200,
COMMUNITY INVOLVEMENT
BOARD OF EDUCATION POLICY 1230, *AREA*
EDUCATION ADVISORY COUNCILS
BOARD OF EDUCATION POLICY 1270,
FAMILY/COMMUNITY INVOLVEMENT

Policy
Adopted: 10/9/69
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF
EDUCATION POLICY 1500 – COMMUNITY RELATIONS: ZONING
INFORMATION**

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

**RESOURCE
PERSON(S):** Michele Prumo, Executive Director,
Dept. of Planning and Support Operations

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 1500.
This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 1500

**Policy Analysis for
Board of Education Policy 1500
Zoning Information**

Statement of Issues or Questions Addressed

Board of Education Policy 1500 addresses the collaboration between BCPS and agencies in Baltimore County government regarding zoning, development and other issues that may have an impact on schools.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by this revision.

Relationship to Other Board of Education Policies

Board of Education Policy 1200, *Community Involvement*.

Legal Requirements

The Baltimore County Zoning Regulations governs zoning issues in Baltimore County.

Similar Policies Adopted by Other Local School Systems

1. Calvert County, Administrative Procedure #8123 (*Community*)
2. Howard County, Policy 1000, *Parent, Family and Community Involvement*
3. Montgomery County Policy, KMA , *Relations With Community Organizations*

Draft of Proposed Policy

Attached

Other Alternative Considered By Staff

No other alternative was considered.

Timeline:

- First reading – May 19, 2009
- Public comment – June 9, 2009
- Third reading – July 14, 2009

COMMUNITY RELATIONS: Zoning Information

I.[1.] The Board of Education OF BALTIMORE COUNTY (BOARD) [will] ESTABLISHES PROCEDURES [consider requests from the Superintendent's staff and from concerned citizens, through the Superintendent's Office,] to [oppose] REVIEW AND TAKE NECESSARY ACTION REGARDING proposed zoning REQUESTS WHICH MAY HAVE AN IMPACT ON SCHOOLS. [which it is felt will result in hazardous conditions for school children. In those cases where the Board feels that conditions hazardous to the health or safety of school students will in fact result from the proposed zoning, the Superintendent will be instructed to present written and oral testimony at hearings before appropriate zoning officials or boards expressing the Board's opposition.] ZONING REQUESTS INCLUDE PETITIONS MADE THROUGH THE QUADRENNIAL COMPREHENSIVE ZONING MAP PROCESS (CZMP).

[2. In those zoning matters which affect pupil density, the Superintendent shall submit to the appropriate zoning official or board a written report indicating present school population and classroom space available, enrollment projections and building plans for the future, noting the effect which it is felt that such zoning change would have on school housing matters in the area.]

Policy
Adopted: 12/7/72
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION**
POLICY 1600 – COMMUNITY RELATIONS: PUBLIC CHARTER
SCHOOLS

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

RESOURCE
PERSON(S):

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 1600.
This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 1600

**Policy Analysis for
Board of Education Policy 1600
Public Charter Schools**

Statement of Issues or Questions Addressed

Board of Education Policy 1600 contains requirements for public charter school statements. This policy is reviewed on the five-year schedule.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 5150, *Residents and Nonresidents*

Legal Requirements

Annotated Code of Maryland, Education Article, §§9-101 to –110, §4-205(c)
Maryland Public Charter Schools Model Program

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Policy Code 614, *Charter Schools*
2. Harford County Policy 20-0030-000, *Public Charter Schools*
3. Howard County Board of Education *Policy 10040 and PR 10040 Charter School Implementation*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timeline:

- First reading – May 19, 2009
- Public comment – June 9, 2009
- Third reading – July 14, 2009

COMMUNITY RELATIONS: Public Charter Schools

[Public Charter Schools]

I. COMPLIANCE

A. A PUBLIC CHARTER SCHOOL MAY BE ESTABLISHED IN BALTIMORE COUNTY IN ACCORDANCE WITH STATE LAW AND REGULATIONS. A PUBLIC CHARTER SCHOOL OPERATES UNDER THE SUPERVISION OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IN COMPLIANCE WITH ALL BOARD POLICIES, AND ALIGNMENT WITH THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) BLUEPRINT FOR PROGRESS AND MASTER PLAN.

[B The Superintendent shall establish a public charter school application process. Applications shall be submitted to the Superintendent and/or designee for review, comment, and recommendation to the Board of Education. The Superintendent shall recommend approval or denial of the application to the Board [of Education]. The Superintendent shall establish criteria with which to consider proposals for a public charter school including, but not limited to, elements related to student achievement, academic programs, resources, and fiscal management.

The Board of Education of Baltimore County in accordance with Title 9 of the Education Article of the Annotated Code of Maryland may grant a charter for a “public charter school.” The primary public chartering authority in the granting of such charter shall be the Baltimore County Board of Education. A Baltimore County public charter school shall endeavor to reflect the diversity of the school system as a whole. As defined by the Board of Education, diversity includes racial, ethnic, economic, gender, and special needs populations.]

II. REPORTING

A. The BOARD [Superintendent] shall apply BCPS criteria for the management and student performance results to the public charter school. The public charter school shall conduct all assessments required for the public schools in Baltimore County. The public charter school shall be evaluated annually based on student achievement, fiscal management, and other criteria pursuant

POLICY 1600

to its approved application and the terms and conditions of its charter as specified in the charter agreement.

- B. The public charter school shall present to the Board [of Education] an annual results report, including student achievement and fiscal accountability, as described in the approved charter agreement. The Board [of Education] shall require financial, programmatic, and/or compliance audits consistent with federal, state, and local law, procedures, and policies.
- C. If a public charter school receives an unsatisfactory annual evaluation based upon its annual results report, the Board [of Education] may approve the development of a remedial plan, placing the charter school on probationary status, or may move immediately to revoke the school's charter.
 - 1. The Board [of Education] may revoke a public charter school's charter for the following reasons: the school has not fulfilled a condition imposed by the Board [of Education] in connection with the granting of the charter as specified in the charter agreement; the school has failed to comply with the provisions of federal, state, or local law; the fiscal condition of the school is substantially deficient; the academic condition of the school is substantially deficient; the facility can no longer support the needs of the educational program; and the continuation of the operation of the public charter school is not in the best interests of the public, or of the students of BCPS [the Baltimore County Public School system].
 - 2. Upon revocation, students shall be reassigned pursuant to Board [of Education] policy and procedures, and resources provided by the school system shall remain under the control of the Board [of Education].

Legal References: *Annotated Code of Maryland*, Education Article, §§9-101 to -110, §4-205(c)

Related Policy[ies]: Board of Education Policy 5150, *Residents and Nonresidents*

Policy

Board of Education of Baltimore County

Adopted: 10/21/03

REVISED: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION
POLICY 4001: PERSONNEL: GENERAL – DRUG-FREE
WORKPLACE**

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

**RESOURCE
PERSON(S):** Michele Prumo, Executive Director,
Dept. of Planning and Support Operations

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 4001.
This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 4001

**Policy Analysis for
Board of Education Policy 4001
Drug-Free Workplace**

Statement of Issues or Questions Addressed:

Policy (4001) establishes a drug-free workplace for Baltimore County Public Schools in compliance with federal and state regulations.

Cost Analysis and Fiscal Impact on School System:

There is no fiscal impact on the system as a result of the revised policy and rule. Not having the policy and the procedures to implement the policy would result in non-compliance with federal and state regulations.

Relationship to Other Board of Education Policies:

Board of Education Policy 1300, *Use of School Facilities*

Board of Education Policy 2372, *Administrative Operations*

Board of Education Policy 5540, *Alcoholic Beverages and Drugs*

Legal Requirements:

Annotated Code of Maryland, Health General Article, Section 17-214

Drug-Free Workplace Act of 1988, 41 U.S.C. Section 701

Safe and Drug Free Schools and Community Act of 1994, 20 U.S. C., Section 7101

Similar policies adopted by Other School Systems:

Anne Arundel County, Board of Education Policy 800.03, *Drug, Alcohol and Tobacco-Free Work Environment*

Howard County, Board of Education Policies 7040, *Abuse of Alcohol and Other Controlled Substances* and 7050, *Prohibition of Illegal Drugs and Drug Paraphernalia for Employees*

Carroll County, Board of Education Policy, GBEC, *Drug/Alcohol-Free Workplace*

Draft of Proposed Policy:

Attached

Other Alternative Considered by Staff:

No other alternatives are viable due to federal and state regulations.

Timeline:

First reading – May 19, 2009

Public comment – June 9, 2009

Third reading – July 14, 2009

PERSONNEL: General

Drug-Free Workplace

- I. [Since] Employees of the Baltimore County Public Schools (BCPS) are expected to act as role models for students[.]. [the use of illegal drugs and intoxicants in the workplace will not be tolerated. The Board of Education will continue its efforts to make employees aware of the harmful effects and legal consequences of the use of illegal drugs and intoxicants. This may be accomplished through the wellness and employee assistance programs.] THE UNLAWFUL MANUFACTURE, DISTRIBUTION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR ALCOHOL IN ANY QUANTITY IN THE WORKPLACE OR AT ANY SCHOOL-SPONSORED EVENT IS PROHIBITED.

- II. CONSISTENT WITH THE BOARD’S GOAL TO PROVIDE A SAFE AND ORDERLY LEARNING ENVIRONMENT, THE SUPERINTENDENT SHALL ESTABLISH ADMINISTRATIVE PROCEDURES TO ADDRESS ANY VIOLATION OF LAW OR THIS POLICY.

Policy
Adopted: 5/11/89
Revised: 6/27/95
REVISED: _____

Board of Education

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 5550 - DISRUPTIVE BEHAVIOR**

ORIGINATOR: Dr. Patricia Abernethy, Chief Academic Officer

RESOURCE PERSON(S): Dale R. Rauenzahn, Executive Director, Student Support Services
Glenda Myrick, Coordinator, Safe and Drug-Free Schools

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 5550. This is the first reading of this policy.

Attachment I: Policy Analysis 5550
Attachment II: Policy 5550

**Policy Analysis for
Board of Education Policy 5550
Disruptive Behavior**

Statement of Issues or Questions Addressed

Board of Education Policy 5550 is being revised to ensure consistency with the new Board of Education Policy 5580.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 5580, *Bullying, Harassment, or Intimidation (new)*.

Legal Requirements

Annotated Code of Maryland, Education Article §7-305, §7-424
COMAR 13A.08.01.11, 13A.08.01.17, 13A.08.01.04
20 U.S.D 7151

Similar Policies Adopted by Other Local School Systems

Policies comply with MSDE's model *Bullying Policy*.

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timeline:

First reading – May 19, 2009
Public comment – June 9, 2009
Third reading – July 14, 2009

STUDENTS: Conduct

Disruptive Behavior

Students [are expected to] **MUST** follow the code of conduct on school property, on school buses, and at off-site school-sponsored activities. A student’s behavior is disruptive when it interferes with the normal function of a school. A student’s behavior is disruptive when that behavior interferes with the academic process or violates the rights of others to utilize the services and facilities of the school. Students who take part in disruptive behavior are subject to discipline that may include suspension, assignment to an alternative program, or expulsion, according to the procedures outlined in Policy and Rule 5560, “Suspensions, Assignment to Alternative Programs or Expulsions.”

Below are some behavior offenses for which student discipline will be imposed. The list does not cover all behaviors or actions. There may be additional offenses for which a student can be suspended, assigned to an alternative program, or expelled.

Category I – Examples of offenses that may result in suspension:

ARSON/FIRE/EXPLOSIVES

- a. Possession and/or igniting of matches or lighters (when not a part of the instructional program).

ATTACKS/THREATS/FIGHTING

- b. Fighting

ATTENDANCE

- c. Leaving school grounds without permission
- d. Unexcused lateness (class/classes)
- e. Unexcused lateness (school day)
- f. Unexcused absence or truancy (class/classes)
- g. Unexcused absence or truancy (school day)

DANGEROUS SUBSTANCES

- h. Non-prescription violation (possession of non-prescription medications)
- i. Use and/or possession of tobacco or cigarette rolling paper

DISRESPECT / INSUBORDINATION

- j. Failure to follow a direction such as, but not limited to, failure to report to office when directed by school staff to do so
- k. Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)
- l. Refusing to cooperate with school rules and regulations
- m. Refusing to cooperate with school transportation regulations
- n. Refusing to do assigned work
- o. Refusing to serve detention
- p. Using obscene or abusive language

PERSONAL HEALTH

- q. Personal health, when a student knowingly uses his or her state of health to threaten the health of others

OTHER

- r. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian)
- s. Gambling
- t. Unauthorized sale or distribution in school of items, goods, or services not related in any way to the school operation (e.g., sale of football pools).
- u. Use of electronic communication devices, such as a pager (beeper), portable telephone, or any wireless communication device (which are not part of the educational program) during regular instructional school hours. Regular instructional hours are defined as beginning at the opening bell for

the school day and concluding at the dismissal bell for the school day. Students involved in before-school, after-school, and weekend instructional activities shall not use electronic communication devices within the assigned area of the activity from the beginning of the scheduled activity until its conclusion. The device must be turned off and stored in the locker, book bag, automobile, or purse during school hours and while being transported on the bus. The ban on the use of electronic devices applies to buses used for all school-related activities.

Category II – Examples of offenses for which the student may be suspended, assigned to an alternative program, and which may result in expulsion:

ARSON/FIRE EXPLOSIVES

- a. Fire alarm/false fire report
- b. Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

ATTACKS/ THREATS/FIGHTING

- c. Extortion or taking money or possessions from another student(s) by threat or causing fear and intimidation
- d. Physical attack(s) on a student
- e. Threat(s) on individual(s)

DANGEROUS SUBSTANCES

- f. Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance that is represented as a controlled dangerous substance
- g. Non-prescription violation (misuse of non-prescription medications) including failure to have medications administered by school nurse or delegated personnel
- h. Possession, use, or distribution of controlled and/or drug paraphernalia
- i. Prescription violation (possession of prescribed medication)

- j. Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance
- k. Use and/or possession of tobacco or cigarette rolling paper, repeated offense

DISRESPECT/INSUBORDINATION

- l. Conspiracy or planning between two or more persons to commit a Category III offense
- m. Disruptive behavior that results in the interference with the normal school program, including repeated Category I or II offenses
- n. BULLYING, harassment, OR INTIMIDATION for any reason
- o. Interfering with another student's right to attend school or classes
- p. Participating in and/or inciting a school disruption

SEX OFFENSES

- q. Inappropriate behavior of a sexual nature
- r. Indecent exposure

WEAPONS

- s. Possession of a look-alike weapon of any kinds
- t. Possession of a pocket knife

OTHER

- u. Destruction and/or vandalism of school property, personal property of students and/or faculty. This includes receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools. Restitution is required, either monetary or schoolwork project.
- v. Exchange of money for an illegal purpose
- w. Reckless endangerment resulting in injury to a person

- x. Theft and/or knowingly possessing stolen property
- y. Trespassing
- z. Violation of the Telecommunications Acceptable Use Policy

Category III – Examples of offenses that shall result in assignment to an alternative program, or expulsion:

ARSON/FIRE/EXPLOSIVES

- a. Arson (**Expulsion Only**)
- b. Bomb Threat

ATTACKS/THREATS/FIGHTING

- c. Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional)
- d. Physical attack(s) on a staff member (**Expulsion Only**)
- e. Violent behavior which creates a substantial danger to persons or property

DANGEROUS SUBSTANCES

- f. Distribution and/or sale of alcohol
- g. Distribution and/or sale of controlled dangerous substances (illegal drugs) (**Expulsion Only**)
- h. Possession of alcohol
- i. Possession of controlled dangerous substances (illegal drugs)
- j. Prescription violation (misuse of prescribed medications) including failure to have medications administered by school nurse or delegated personnel
- k. Use of a controlled dangerous substance (illegal drugs), under the influence of a controlled substance, or showing evidence of having used a controlled substance

- l. Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol
- m. Use of any intoxicants which causes a loss of self-control or inebriation and which shall include glue and solvents

SEX OFFENSES

- n. Sexual assault (**Expulsion Only**)

WEAPONS

- o. Possession and/or use of a firearm on school property (**one-year expulsion**)
- p. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to, pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun¹ (**Expulsion for use**)
- q. Possession or use of a real weapon of any kind which shall include, but not limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product (**Expulsion for use**)
- r. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)²
- s. Use of a look-alike weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, pocket knife, razors including straight or retractable razor, nunchaku, spiked glove, or spiked wristband
- t. Use of a pocketknife or any object as a weapon

OTHER

- u. Robbery

The provisions of this policy apply in all situations in which students are involved, including: (1) school activities on property owned by the Board of Education; (2) travel on school buses; (3) off-site school-sponsored activities; (4) on-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds;

and (5) violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty or disrupt the learning environment.

Legal References: *Annotated Code of Maryland*, Education Article, §7-305, §7-424
[COMAR] 13A.02.04
[COMAR] 13A.08.01.11
[COMAR] 13A.08.01.17
[COMAR] 13A.08.01.04
20 U.S.C. §7151 (Gun-Free Schools Act)

Policy		Board of Education of Baltimore County
Adopted:	07/13/78	
Revised:	06/24/82	
Revised:	06/14/84	
Revised:	06/19/86	
Revised:	05/28/87	
Revised:	6/16/88	
Revised:	5/10/90	
Revised:	5/23/91	
Revised:	7/1/92	
Revised:	9/12/95	
Revised:	7/2/96	
Revised:	8/6/96	
Revised:	6/9/97	
Revised:	6/12/01	
Revised:	7/9/02	
Revised:	6/10/03	
Revised:	9/4/03	
Revised:	7/13/04	
Revised:	2/08/05	
Revised:	9/05/07	
REVISED:	_____	

¹ The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

² See Note 1 above.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED NEW BOARD OF EDUCATION
POLICY 5580 - BULLYING, HARASSMENT, OR INTIMIDATION**

ORIGINATOR: Dr. Patricia Abernethy, Chief Academic Officer

RESOURCE PERSON(S): Dale R. Rauenzahn, Executive Director, Student Support Services
Glenda Myrick, Coordinator, Safe and Drug-Free Schools

RECOMMENDATION

That the Board of Education reviews the new Policy 5580. This is the first reading of this policy.

Attachment I: Policy Analysis 5580
Attachment II: Policy 5580

**Policy Analysis for
Board of Education Policy 5580
Bullying, Harassment, Or Intimidation**

Statement of Issues or Questions Addressed

Board of Education Policy 5580 is new. On February 24, 2009, Maryland State Board of Education adopted a model policy to address bullying, harassment, or intimidation. (<http://www.marylandpublicschools.org/NR/rdonlyres/0700B064-C2B3-41FC-A6CF-D3DAE4969707/19401/ModelBullyingPolicyDRAFT102108.pdf>). On July 1, 2008, the Maryland General Assembly directed the Maryland State Board of Education, in consultation with local school systems, to develop and adopt a Model Policy prohibiting bullying, harassment, or intimidation in schools.

Cost Analysis and Fiscal Impact on School System

Minimal fiscal impact is anticipated by the adoption of this policy. There will be a need for training materials.

Relationship to Other Board of Education Policies

Board of Education Policy 5510, *Positive Behavior*
Board of Education Policy 5550, *Disruptive Behavior*

Legal Requirements

Annotated Code of Maryland, Education Article §7-424.1

Similar Policies Adopted by Other Local School Systems

This is a new policy that each county Board must establish to prohibit bullying, harassment, or intimidation based on the model policy developed by the Maryland State Department of Education. However, other school systems have policies prohibiting harassment, and they include:

1. Anne Arundel County, Policy JCC-RAE, *Harassment and Intimidation/Hazing/Bullying/Bias Behavior*
2. Montgomery County, Policy JFA-RA, *Student's Right and Responsibilities*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timeline:

- First reading – May 19, 2009
- Public comment – June 9, 2009
- Third reading – July 14, 2009

STUDENTS: BULLYING, HARASSMENT, OR INTIMIDATION

I. PROHIBITION

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) PROHIBITS STUDENTS ENGAGING IN INTENTIONAL CONDUCT INVOLVING BULLYING, HARASSMENT, OR INTIMIDATION THAT SUBSTANTIALLY INTERFERES WITH A STUDENT'S EDUCATIONAL OPPORTUNITIES. THE BOARD PROHIBITS ANY REPRISAL OR RETALIATION AGAINST AN INDIVIDUAL WHO REPORTS AN ACT OF BULLYING, HARASSMENT, OR INTIMIDATION.

- B. THE SUPERINTENDENT SHALL TAKE NECESSARY AND APPROPRIATE ACTIONS TO:
 - 1. ESTABLISH, IMPLEMENT, AND MAINTAIN PROCEDURES BASED ON THE MARYLAND STATE BOARD OF EDUCATION'S (MSDE) MODEL POLICY PROHIBITING BULLYING, HARASSMENT, AND INTIMIDATION IN SCHOOLS.

 - 2. CREATE A REPORTING PROCESS FOR USE IN SCHOOLS; ESTABLISH PROPER SYSTEMWIDE REPORTING TO MSDE.

 - 3. PUBLICIZE THIS POLICY.

 - 4. DEVELOP/CONDUCT EDUCATIONAL PROGRAMS FOR STUDENTS, PARENTS, TEACHERS, STAFF, ADMINISTRATORS, AND VOLUNTEERS IN ORDER TO IMPLEMENT THE POLICY IN AN EFFORT TO PREVENT BULLYING, HARASSMENT, AND INTIMIDATION INCIDENTS IN SCHOOLS.

RELATED POLICY: BOARD OF EDUCATION POLICY 5510, *SCHOOL DISCIPLINE*

LEGAL REFERENCE: *ANNOTATED CODE OF MARYLAND*, EDUCATION
ARTICLE §7-424.1

POLICY
ADOPTED: _____

BOARD OF EDUCATION OF BALTIMORE COUNTY

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION
POLICY 6501 – EVALUATION OF THE INSTRUCTIONAL
PROGRAM**

ORIGINATOR: Thomas Rhoades, Executive Director, Research, Accountability, and
Assessment

**RESOURCE
PERSONS:**

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 6501.
This is the first reading of this policy.

Attachment I – Policy Analysis
Attachment II – Policy 6501

**Policy Analysis for
Board of Education Policy 6501
Evaluation of the Instructional Program**

Statement of Issues Addressed by the Proposed Policy

Board of Education Policy 6501 has not been revised since it was adopted in 1968. The revisions reflect that all instructional programs will be evaluated for effectiveness on a three to five year cycle and the evaluation will be conducted in conjunction with the Department of Research, Accountability, and Assessment and approved by the Superintendent and the Senior Leadership. Staff is also requesting that the policy sub series be re-titled as “Evaluation of Instructional Programs.”

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 6000, *Curriculum and Instruction*

Board of Education Policy 6500, *Research and Assessment*

Legal Requirement

None

Similar Policies Adopted by Other Local School Systems

1. Howard County, Policy 8000, *Curriculum*
2. Montgomery County, Policy IFA, *Curriculum*
3. Prince George’s County, Policy 6180.1, *Evaluation, Selection, and Review of Classroom Instructional Materials*

Draft of Proposed Policy

Attached

Other Alternatives Considered By Staff

None

Timeline:

First reading – May 19, 2009

Public comment – June 9, 2009

Third reading – July 14, 2009

INSTRUCTION

Evaluation of the Instructional Program

[The aims of education in any school system should determine the nature of the evaluation program that is developed. However, evaluation is not an end in itself. A broad program of appraisal helps to:

- assess the status of an individual or a program at a given time
- judge the efficiency of the organization, the program, or the individual in terms of progress toward accepted goals or assigned roles
- identify the areas of need or weakness to be remedied
- test the applicability of methods, procedures, materials, and ideas in specific circumstances
- modify objectives and methods toward more acceptable goals
- develop new ideas or ideas not previously considered
- report the accomplishments, problems, and aims of the system in order to secure wider public support for education
- promote the confidence, effort, and growth of all personnel.]

I. PURPOSE

- A. INSTRUCTION AND INSTRUCTIONAL SUPPORT PROGRAMS SHOULD ENHANCE THE CURRICULUM IN ACCORDANCE WITH THE LAW AND WITH THE POLICIES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS). ALL PROGRAMS SHOULD MEET THE INDIVIDUAL NEEDS OF STUDENTS AS IDENTIFIED IN THE *BLUEPRINT FOR PROGRESS*. EVALUATION OF INSTRUCTION AND INSTRUCTIONAL PROGRAMS ARE GUIDED BY THE GOALS AND OBJECTIVES ESTABLISHED DURING THE DESIGN PHASE OF PROGRAM IMPLEMENTATION.

- B. PROGRAM GOALS AND OBJECTIVES ARE MEASURABLE AND PROGRAM INTENT SHOULD BE AIMED AT INCREASING ACHIEVEMENT AT ALL LEVELS. PROGRAM EVALUATIONS ARE INTENDED TO GAUGE THE EFFECTIVENESS OF PROGRAMS AND INDIVIDUALS IN ATTAINING THE GOALS AND OBJECTIVES ORIGINALLY SET IN PROGRAM DESIGN. ALL INSTRUCTION AND INSTRUCTIONAL SUPPORT PROGRAMS WILL UNDERGO A CYCLE OF EVALUATION EVERY THREE TO FIVE YEARS. THE EVALUATION PROCESS WILL:
 - 1. ASSESS THE APPLICABILITY OF METHODS, PROCEDURES, MATERIALS, AND THEORIES AS APPROPRIATE AND SPECIFIC TO DIFFERENCES IN POPULATIONS AND CIRCUMSTANCES
 - 2. ASSESS THE EFFECTIVENESS OF A PROGRAM IN ACCOMPLISHING ITS ORIGINAL GOALS AND OBJECTIVES
 - 3. ASSESS THE APPROPRIATENESS OF MEASURABLE OUTCOMES AND THEIR LINK TO ACHIEVEMENT AT ALL LEVELS
 - 4. REPORT ON THE SUCCESS OF THE PROGRAM IN INCREASING ACHIEVEMENT AT APPROPRIATE LEVELS AND OPPORTUNITIES FOR IMPROVEMENT OF THE PROGRAM
 - 5. SUGGEST CHANGES IN GOALS AND OBJECTIVES AS APPROPRIATE

- C. THE PROGRAM EVALUATION PROCESS SHALL INCLUDE GUIDANCE FROM APPROPRIATE STAFF.

Policy
Adopted: 11/21/68
REVISED: _____

Board of Education of Baltimore County

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston

SUBJECT: **GOVERNING REGULATIONS AND BCPS INVESTMENT PROCEDURES**

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

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

INFORMATION

The attached document is being provided to update the Board on the laws and regulations that govern how BCPS can invest funds, and the return on BCPS' investments for FY2008 and year-to-date for FY2009.

Attachment I - Summary of Governing Regulations and BCPS Investment Procedures

Summary of Governing Regulations and BCPS Investment Procedures

Baltimore County Public Schools (BCPS) investments are limited to short-term and overnight investments. BCPS has no long-term investments.

Investments Governing Authority

Governing authority for the BCPS investments includes: Article 95, Section 22 of the Annotated Code of Maryland, Sections 6-202 and 6-222 of the State Finance and Procurement Article of the Annotated Code of Maryland, and Sections 10-1-102, 10-1-103, and 10-1-104 of the Baltimore County Code, 2003.

In accordance with Baltimore County Resolution 2-08, the primary objectives, in priority order, of all short-term investment activities conducted by BCPS are safety, liquidity, and yield. Short investment options are selected in consultation with the Baltimore County Investment Administrator.

Types of Investments

Currently our investments are limited to three options: the Maryland Local Government Investment Pool (MLGIP), the Fidelity Government Portfolio Institutional Money Market Fund, and the MTB Government Money Market Fund.

The MLGIP is a short-term investment pool open to all Maryland local government units. It is under the administrative control of the State Treasurer and managed by PNC Institutional Investments. The MLGIP may invest in U.S. Treasury securities, Federal Agency notes, banker's acceptances, SEC-registered money market mutual funds, repurchase agreements (collateralized by U.S. Treasury and/or Federal Agency securities), unsecured commercial paper, and short-term structured asset-backed commercial paper. The Fidelity Government Portfolio Fund and MTB Government Money Market Fund are SEC-registered money market-rated funds. They primarily invest in U.S. Government securities and repurchase agreements for those securities. The Fidelity fund may also enter into reverse repurchase agreements for those securities. All three funds are rated "AAAm" by Standard and Poor's, their highest rating for money market funds. The Fidelity and MTB funds have also been evaluated by Moody's and have achieved their highest rating of "Aaa."

BCPS Procedures

Daily, an accountant estimates the amount of cash needed to cover obligations clearing the bank. If the accountant determines that there is excess cash available to invest, they will execute an investment order to transfer funds from our checking account, held at M&T Bank, to the Fidelity Investments Government Portfolio Money Market Fund and/or the Maryland Local Government Investment Pool. If any funds remain in the checking account after all obligations are settled, they are swept automatically into the MTB Government Money Market Fund.

Investment Return

For the fiscal year ending June 30, 2008, the average investment return earned was 4.1%, and the total interest earned was \$1,502,218. For fiscal year 2009 year-to-date through February 2009, the average rate of return has been 1.63%, and the total interest earned year-to-date is \$383,035.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **ANALYSIS OF THE TELL MARYLAND SURVEY**

ORIGINATOR: Thomas Rhoades, Executive Director, Research, Accountability, and Assessment

RESOURCE PERSONS:

INFORMATION

That the Board of Education receive the results of the TELL Maryland survey.

Attachment I – TELL Survey Results

Preliminary Analysis

TELL Survey Results

For

Baltimore County Public Schools

Background

This survey was initiated by Governor O'Malley, and supported by the Maryland Association of Boards of Education, the Maryland Association of Elementary School Principals, the Maryland Association of Secondary School Principals, the Maryland State Board of Education, Maryland State Department of Education, Maryland State Teachers Association, the Public School Superintendents Association of Maryland, and the American Federation of Teachers - Maryland.

The TELL Maryland Survey was designed to capture anonymously the perceptions of all school-based certificated educators about how they view critical teaching and learning conditions.

Data from the survey were sent to local superintendents on May 4th. State-wide results and Baltimore County School System results are discussed in this preliminary analysis.

General Findings

The following tables are direct reproductions from the report to Baltimore County Public Schools.

Inferences based on the data follow the reproduced section.

Report Details

- **Maryland (61.98 % responded)**
- **District: Baltimore County Public Schools (80.14 % responded)**
- **Section: All**

Significant Factors

The following results summary provides a quick snapshot for data review and inquiry. Questions included are derived from statistical analyses of the responses designed to present the most salient themes across the survey. These themes can help quickly identify broad areas of strengths and directions for improvement before individual questions are explored. All averages are on a 1 to 5 scale with 1 being the lowest. Green lines denote Baltimore County and Red lines show the State of

Maryland.

Factor	Average**
Time	<p>The scores that follow are the average of the 5 questions from the time section of the survey. These scores explain teacher perceptions of time availability for instruction, planning and collaboration. (2.1a, 2.1b, 2.1c, 2.1d, 2.1e)</p> <p>2.86 </p> <p>3.04 </p>
Resources	<p>The scores that follow are the average of the 6 questions from the facilities and resources section of the survey. These scores are important in explaining the presence of instructional, technological and other resources. (3.1a, 3.1b, 3.1c, 3.1d, 3.1e, 3.1f)</p> <p>3.70 </p> <p>3.77 </p>
Student Conduct	<p>The scores that follow are the average of the 8 questions from the student conduct section of the survey. These scores explain educator perceptions of student conduct, discipline policy and safety issues. (4.1b, 4.1c, 4.1d, 4.1e, 4.1f, 4.1g, 4.1h, 4.1i)</p> <p>3.87 </p> <p>3.85 </p>
Community Engagement	<p>The scores that follow are the average of the 7 questions from the community engagement section of the survey. These scores reflect the school's relationships between the school, parents/guardians, and the community. (5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.1f, 5.1g)</p> <p>3.79 </p> <p>3.84 </p>
Decision Making	<p>The scores below are the average of the 9 questions from the empowerment section of the survey. These scores describe the extent of the role that teachers play in decision making about teaching, classroom and school issues. (6.3a, 6.3b, 6.3c, 6.3d, 6.3e, 6.3f, 6.3g, 6.3h, 6.5)</p> <p>2.79 </p> <p>2.76 </p>
Leadership Support	<p>The scores below are the average of 12 questions from the school leadership and empowerment sections of the survey. These scores help explain the presence of leadership conditions that contribute to trusting, supportive environments, problem solving and decision making. (6.1b, 6.1d, 6.1e, 6.1g, 7.2a, 7.2b, 7.2c, 7.2d, 7.2e, 7.2f, 7.2g, 7.2h)</p> <p>3.77 </p> <p>3.74 </p>
Leadership Effort	<p>The scores that follow are the average of the 9 questions from the school leadership section of the survey. These scores explain the extent to which school leadership</p>

makes a sustained effort to address teacher concerns about a variety of teaching and learning condition issues. (7.3a, 7.3b, 7.3c, 7.3d, 7.3e, 7.3f, 7.3g, 7.3h)



Professional Development

The scores that follow are the averages of 11 questions from the professional development section of the survey. These scores explain the extent to which schools have implemented Maryland's high quality professional development standards. (8.1a, 8.1b, 8.1c, 8.1d, 8.1f, 8.1g, 8.1h, 8.1i, 8.1j, 8.1k, 8.1l)



Student Learning

The scores below are the average of the 5 questions from the student learning section of the survey. These scores help explain student and teacher influences on the learning process. This includes a commitment to the preparation and success of students; teacher use of assessments; and voluntary curriculum to shape instruction. (9.1f, 9.1g, 9.1h, 9.1i, 9.1j)



Baltimore County Public Schools

Maryland

Inferences from the General Findings

1. Baltimore County participation rate was slightly over 80% of the certified teachers. The response rate to the survey by Baltimore County Teachers is sufficiently large that one can infer from this sample to the population of teachers as a whole. A response rate of 80% allows inferences made about the entire certificated school staff to be made with a high level of confidence.
2. The perceptions of Baltimore County's certificated staff do not differ markedly from teachers in Maryland in general. This can be seen more clearly if one simply rounds the data in the tables to the tenths place. Baltimore County's certificated staff responded in a fashion remarkably similar to their colleagues across the state of Maryland. Statements that suggest Baltimore County teachers have different views of their school system than their counterparts in Maryland are not supported by the findings of this survey.

Factor	BCPS	Maryland
Time	2.9	3.0
Resources	3.7	3.8
Student Conduct	3.9	3.9
Community Engagement	3.8	3.8
Decision Making	2.8	2.8
Leadership Support	3.8	3.7
Leadership Effort	3.6	3.6
Professional Development	3.4	3.5
Student Learning	4.2	4.2

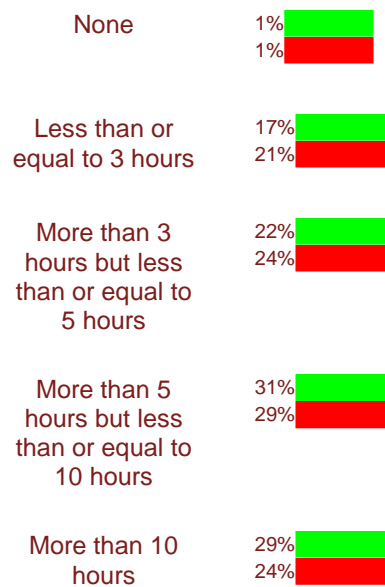
3. Examining the data in terms of *The Blueprint for Progress* shows:
- a. Performance Goal 1 on high achievement is reflected **positively** in the factor of “Student Learning.” BCPS high student performance expectations are clearly understood by teaching staff.
 - b. Performance Goal 4 on safe learning environments is reflected **positively** in the factor of “Student Conduct.”
 - c. Performance Goal 7 on involvement in the educational process and performance goal 8 on effective use of resources is reflected **positively** by the factors on “Leadership Support, Leadership Effort, and Community Engagement.”
 - d. Factors of “Time, Resources, and Professional Development” have perceptions somewhat below those of the state in general. These factors can be addressed through a review of factual information available at the state level in terms of planning time, technology resources and professional development and support opportunities. Information can then be prepared and shared with the system.

Inferences from Findings Regarding Specific Questions

Below are some selected findings for the factors as well as more general inferences.

1. Baltimore County teachers report more time spent preparing for instruction than other systems. The positive impact of more preparation time can be evidenced in current high levels of academic performance. In questions that preceded the question below, teachers indicated they desired more time to work with their colleagues collaboratively to plan lessons and meet individual student needs. The question below is the final question in the factor on time and speaks to the professionalism of the teaching force.

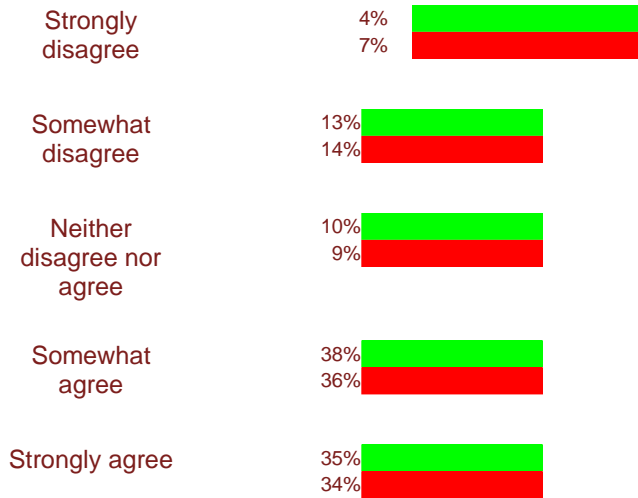
Q2.3b Of these hours, how many are typically spent on other school-related activities such as preparation, grading, parent conferences, attending meetings?



2. The factor of “Resources” deals with facilities, access to technology and maintenance of the facilities as well as teacher workspace and copiers. In this factor, teachers expressed a desire for more technology support and training. Teachers expressed concern about the maintenance of the facilities. Considering the age of many schools in the system, this issue is not surprising.

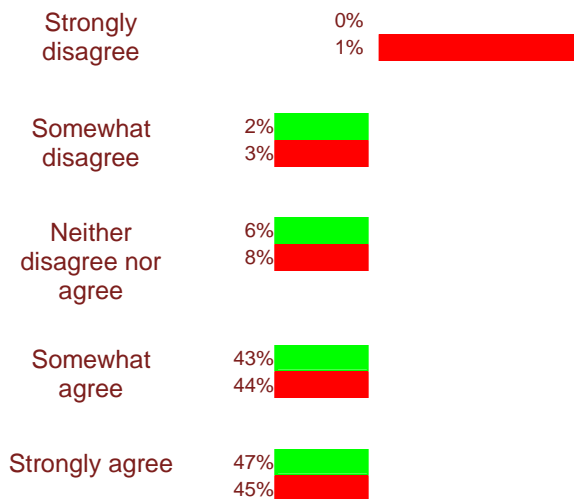
3. The factor of “Student Conduct” is noted in Performance Goal 4 of *The Blueprint for Progress*. Teachers responded positively to the maintenance of discipline as illustrated in the question below.

h. School leadership supports teachers' efforts to maintain discipline in the classroom.



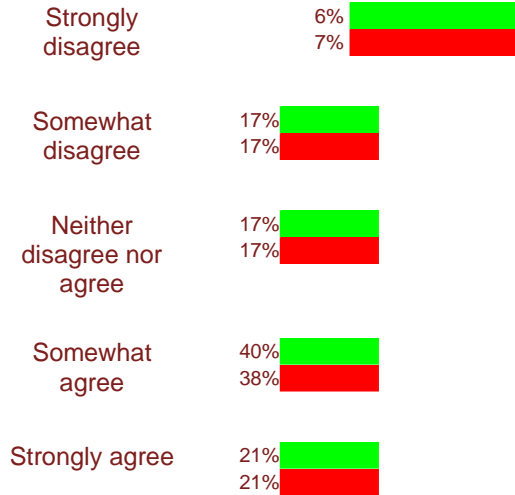
4. The factor of “Community Engagement” is noted in Performance Goal 6 of *The Blueprint for Progress*. Teachers responded positively to the involvement of parents and community engagement. This was particular noted in the survey as it relates to student achievement and illustrated in the question below.

f. Teachers provide parents/guardians with useful information about student learning.



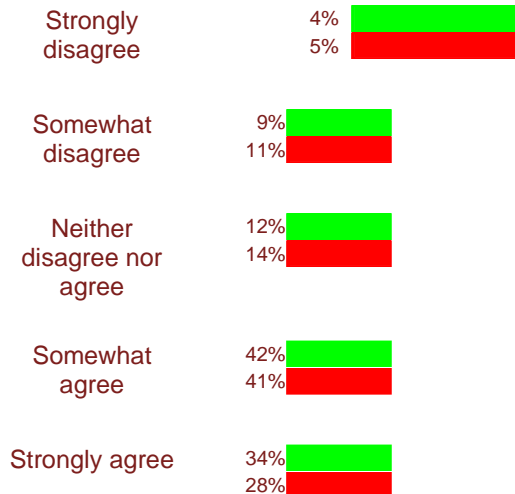
5. The factor of “Decision Making” reflects the perception of teachers that they are actively involved in the decision making process in the schools. The large majority of teachers were positive in their assessment of effective processes for making group decisions and solving problems.

e. The faculty has an effective process for making group decisions and solving problems.



6. The factors involving “Leadership Support and Leadership Effort” indicated strong support in teacher perceptions of the role the principal and other administrators play in directing instruction, improving instruction and managing the instructional effort. The positive response to this factor by teachers in Baltimore County is indicated in the item below.

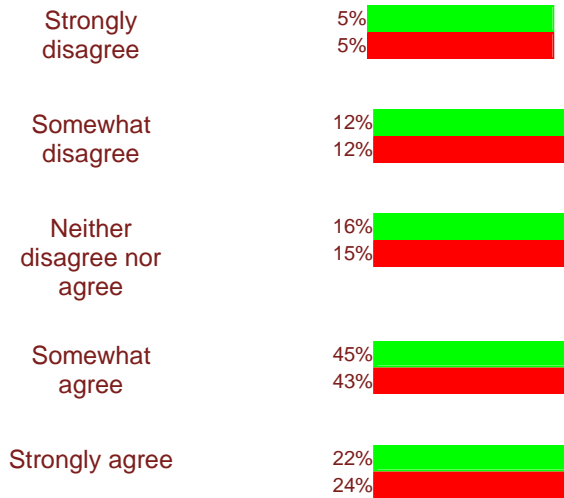
d. Teachers receive feedback that can help them improve teaching.



7. The factor of “Professional Development” is integral to student performance. Teachers were overwhelmingly positive in their belief that “Professional Development” deepens content

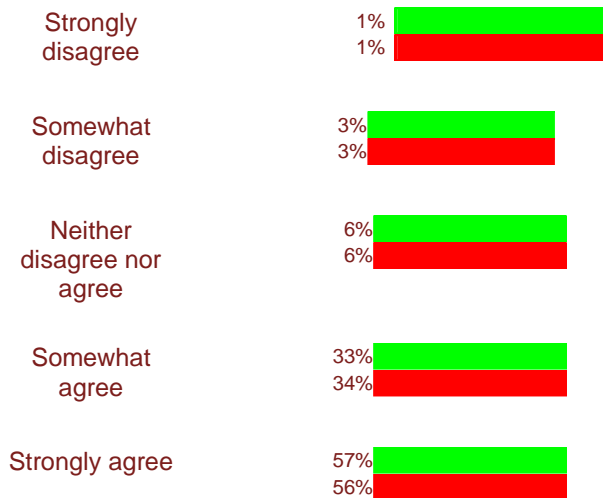
knowledge and improves classroom skills necessary to provide effective instruction to the children of Baltimore County. The item below is illustrative of teacher perceptions.

e. Professional development provides opportunities for teachers to analyze and refine practices that promote optimal learning environments.



8. The factor of “Student Learning” is the primary goal in the mission of the Baltimore County Public Schools. Factors that are essential to “Student Learning” are spelled out in great detail in Performance Goal 1 in *The Blueprint for Progress*. Teacher perceptions of the importance of this goal were clear in their positive responses to this factor. The level of professionalism and commitment to this goal is reflected by the response to the item below.

h. The faculty is committed to helping every student learn.

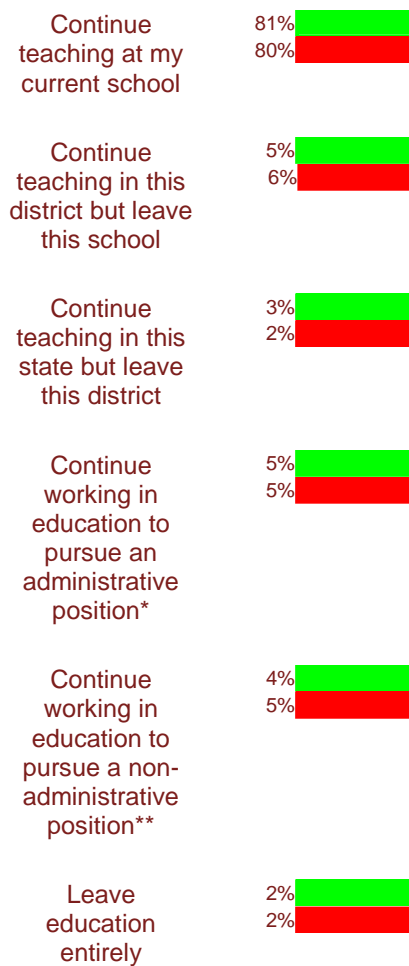


Conclusions

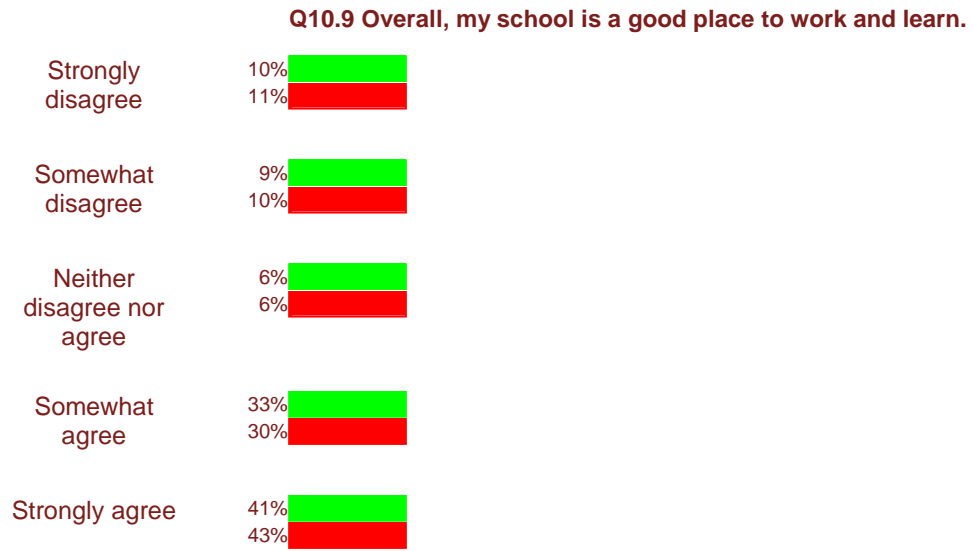
Several things are worthy of note from the survey. These include the high participation and the consistency of BCPS teachers with those of their colleagues statewide. Additionally, the TELL Survey ended with some concluding questions that did not fit into the above mentioned factors but were called “Overall Questions.” Some of these are reported below because they “TELL” a significant story about BCPS.

- 1. Teachers want to work and stay in the Baltimore County Public Schools. Those perceptions are reflected in the item below.**

Q10.1 Which BEST DESCRIBES your IMMEDIATE professional plans? (Select one.)



2. Teachers believe that their school is a good place to work and a good place to learn. Those perceptions are reflected in the item below.



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **MSDE BIENNIAL FINANCIAL STATUS REPORT FOR PERIOD
ENDING MARCH 31, 2009**

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

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

INFORMATION

As a result of SB894, Baltimore County Public Schools is required to submit a biannual report of its financial status.

Attachment I – MSDE Biannual Financial Status Report – Superintendent’s Certification
Attachment II – MSDE Biannual Financial Status Report – Revenue and Expenditure Report
Attachment III – MSDE Biannual Financial Status Report – Report on Variances

Biannual Reporting Requirements under Education Article 5-114 Superintendent's Certification

Local School System: Board of Education of Baltimore County

_____ Period Ending November 30, 2008 (report due to MSDE by December 31, 2008)

Period Ending March 31, 2009 (report due to MSDE by April 30, 2009)

This report reflects the financial status of the system's Current Expense Fund (General Fund).

Required elements:

- ✓ Revenues, by source (local, state, federal, other)
 - ✓ Expenditures, by category (as defined in the Financial Reporting Manual)
 - Current approved budget
 - Year-to-date actual
 - Encumbered or obligated expenditures
 - Available balance
 - Percent of budget spent or encumbered
 - ✓ Explanations, as necessary, if there is a variance of more than ten percentage points in any category between percent of budget obligated or received to date and percent of fiscal year elapsed
- (Each system may submit the attached template or a similar document that contains all of the required elements listed above.)

Check all that apply:

The attached schedule of year-to-date revenues and expenditures accurately reflects the financial position of the Baltimore County Public Schools.

Based on my knowledge of the system's financial position, I **do not** anticipate any issues or problems associated with cash flow during this fiscal year.

Based on my knowledge of the system's financial position, I **do not** anticipate any issues or problems associated with our ability to operate within our budgeted resources and avoid a deficit situation at the end of the fiscal year.

_____ Based on my knowledge of the system's financial position, I **do** anticipate an issue or problem related to cash flow and/or deficit spending. I have attached a description of the possible problem(s) and a corrective action plan.

Superintendent's signature

Date

Chair/President, Board of Education's signature

Date

Chief Financial Officer's signature

Date

Local School System: Board of Education of Baltimore County__ FISCAL YEAR 2009

TOTAL SUMMARY BY REVENUE SOURCE FOR CURRENT EXPENSE FUND (GENERAL FUND)

Revenue Category	Approved Budget	Year-to-Date Revenues	Anticipated Revenues	Projected Total Revenues	Percent of Budget Received to Date	Variance from % of FY Elapsed *
Local Appropriation	\$ 646,094,092	\$ 457,482,246	\$ 188,611,846	\$ 646,094,092	70.8%	-4.19%
Other Local Revenue	7,993,000	3,960,507	4,032,493	7,993,000	49.5%	-25.45%
State Revenue	515,328,633	421,694,695	93,633,938	515,328,633	81.8%	6.83%
Federal Revenue	-	-	-	-		
Other Resources/Transfers	3,000,000	3,000,000	-	3,000,000	100.0%	25.00%
Total Revenue	\$ 1,172,415,725	\$ 886,137,448	\$ 286,278,277	\$ 1,172,415,725	75.6%	0.58%

TOTAL EXPENDITURE SUMMARY BY CATEGORY FOR CURRENT EXPENSE FUND (GENERAL FUND)

Category	Approved Budget	Year-to-Date Actual Expenditures	Encumbrances/Obligations	Available Balance	Percent of Budget Spent/Obligated	Variance from % of FY Elapsed **
201 Administration	\$ 36,679,405	\$ 22,480,720	\$ 3,937,888	\$ 10,260,797	72.0%	-2.97%
202 Mid-level Administration	-	-	-	-		
Office of the Principal	65,444,157	47,681,480	249,492	17,513,185	73.2%	-1.76%
Administration & Supervision	14,484,232	8,617,749	134,997	5,731,486	60.4%	-14.57%
203 Instructional Salaries	432,912,938	297,584,234		135,328,704	68.7%	-6.26%
204 Textbooks & Instructional Supplies	23,460,316	16,936,566	629,006	5,894,744	74.9%	-0.13%
205 Other Instructional Costs	17,909,692	10,134,458	1,866,181	5,909,053	67.0%	-7.99%
206 Special Education	145,834,795	101,435,870	12,432,556	31,966,369	78.1%	3.08%
207 Student Personnel Services	8,049,330	5,590,434	4,833	2,454,063	69.5%	-5.49%
208 Health Services	12,960,448	9,072,015	16,073	3,872,360	70.1%	-4.88%
209 Student Transportation	51,983,390	37,344,258	4,560,018	10,079,114	80.6%	5.61%
210 Operation of Plant	85,587,587	58,734,732	14,458,736	12,394,119	85.5%	10.52%
211 Maintenance of Plant	29,598,777	17,998,127	4,575,623	7,025,027	76.3%	1.27%
212 Fixed Charges	244,280,534	190,221,199	885,897	53,173,438	78.2%	3.23%
213 Food Service	-	-	-	-		
214 Community Services	-	-	-	-		
215 Capital Outlay	3,230,124	2,106,719	37,204	1,086,201	66.4%	-8.63%
Undistributed Federal Funds	-	-	-	-		
TOTAL EXPENDITURES	\$ 1,172,415,725	\$ 825,938,561	\$ 43,788,504	\$ 302,688,660	74.2%	-0.82%

* Explanations are required where there is a variance in excess of 10 percentage points between Percent of Budget Received To Date and the percent of the fiscal year elapsed.

** Explanations are required where there is a variance in excess of 10 percentage points between Percent of Budget Spent/Obligated and the percent of the fiscal year elapsed.

Biannual Reporting Requirements under Senate Bill 894

Local School System: Board of Education of Baltimore County

Period Ending March 31, 2009 (report due to MSDE by April 30, 2009)

Report on Variances of More Than 10%

As of March 31, 2009, 75% of the fiscal year has elapsed and 70% of the 10-month school year has elapsed. The attached report shows that 75% of revenues have been received and that 74% of the expenditures have been incurred as of March 31, 2009. The overall activity reported is in line with the percentage of the year completed. There are a number of categories for which revenues received are not in line with the percent of the year completed; and where estimated expenditures for the year have been encumbered and once a year expenditures have been made. Therefore, these categories were higher or lower than the applicable percentage required. The following information is provided to explain these variances.

REVENUES**Other Local Revenue:**

This category is comprised of revenues from various sundry sources, including tuitions, interest on invested funds and other revenues. Approximately 50% of the budgeted revenue is from out-of-county living arrangement payments that are generally not realized until the final month of the fiscal year. It is anticipated that the Board will realize \$3.7 million from this revenue source, as well as additional revenues and will meet the revenue expectation by year end.

Other Resources:

This category represents the re-appropriation of prior year fund balance. The Board budgeted and received approval from the Baltimore County Council to utilize \$3 million of the prior year's fund balance, which was recorded as revenue by November 30th.

Biannual Reporting Requirements under Senate Bill 894

Local School System: Board of Education of Baltimore County

Period Ending March 31, 2009 (report due to MSDE by April 30, 2009)

OBLIGATIONS (EXPENDITURES AND ENCUMBRANCES)

202 Mid-level Administration:

Overall the expenditures in Mid-level Administration are 71% expended at March 31, 2009, which is in line with the percentage of the year elapsed at this date. It is anticipated that the available balance in Administration & Supervision of \$5.7 million will be expended by the end of the school year.

210 Operation of Plant:

The Operation of Plant category includes all custodial costs, utilities costs, facility rent, and insurance premiums. Every year many of these anticipated costs are fully encumbered at the beginning of the year. Therefore, \$73.2 million has been expended/encumbered for these costs as of March 31, 2009. The category is 86% expended/obligated. At the same time last year, 84% of the category was expended.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 19, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FINANCIAL REPORT – FOR THE MONTHS ENDING MARCH 31, 2008 AND 2009**

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

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

INFORMATION

Attached is the *General Fund Comparison of FY2008 and FY2009 Revenues, Expenditures, and Encumbrances – Budget and Actual* for the periods ended March 31, 2008 and 2009.

General Fund Comparison of FY2008 and FY2009 Revenues, Expenditures, and Encumbrances-Budget and Actual

These data are presented using Maryland State Department of Education categories. Amounts included reflect actual revenues, expenditures and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2008 and FY2009 General Fund Revenue Budget. Figure 2 provides an overview of the FY2009 General Fund Expenditure Budget. Figure 3 compares the percent of the budget obligated as of March 31, 2008 and 2009. Figure 4 is a comparative statement of budget to actual revenues, expenditures and encumbrances.

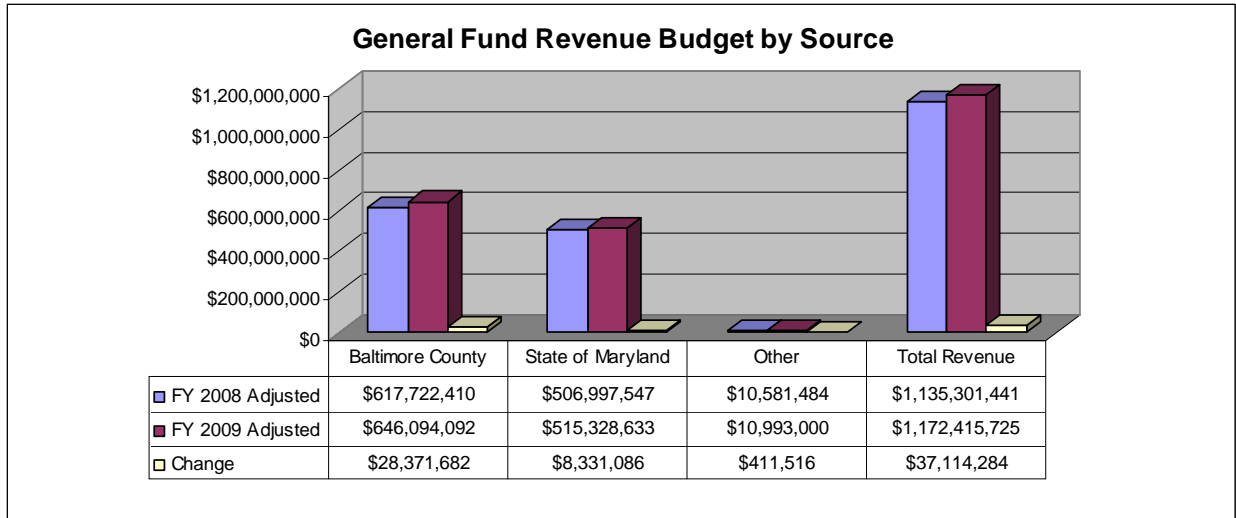


Figure 1

Year-to-Date Comparison

- **Baltimore County** – The FY2009 county appropriation increased \$28.4 million, 4.6% over the FY2008 budget. County funds are drawn based on cash flow requirements. Year-to-date county revenue recognized is \$457.5 million, 70.8% of the budget, as compared to \$417 million, 67.5% of the budget for FY2008.
- **State of Maryland** – The FY2009 state appropriation increased \$8.3 million, 1.6% over the FY2008 budget. The minimal increase in the budgeted revenue is a result of the state significantly restricting increases in funding. The majority of state funds are received bi-monthly in equal installments. As of March 2009, five of the state payments had been received.
- **Other Revenues** – The other revenue budget is comprised of re-appropriations of funds from the prior year’s fund balance, out-of-county living arrangement payments from other local education agencies, which are estimated to be \$3.7 million and are generally collected at year-end, tuition and sundry revenues. The year-to-date revenue includes the re-appropriation of \$3 million of the prior year’s fund balance, tuition and other revenues of approximately \$3.9 million.

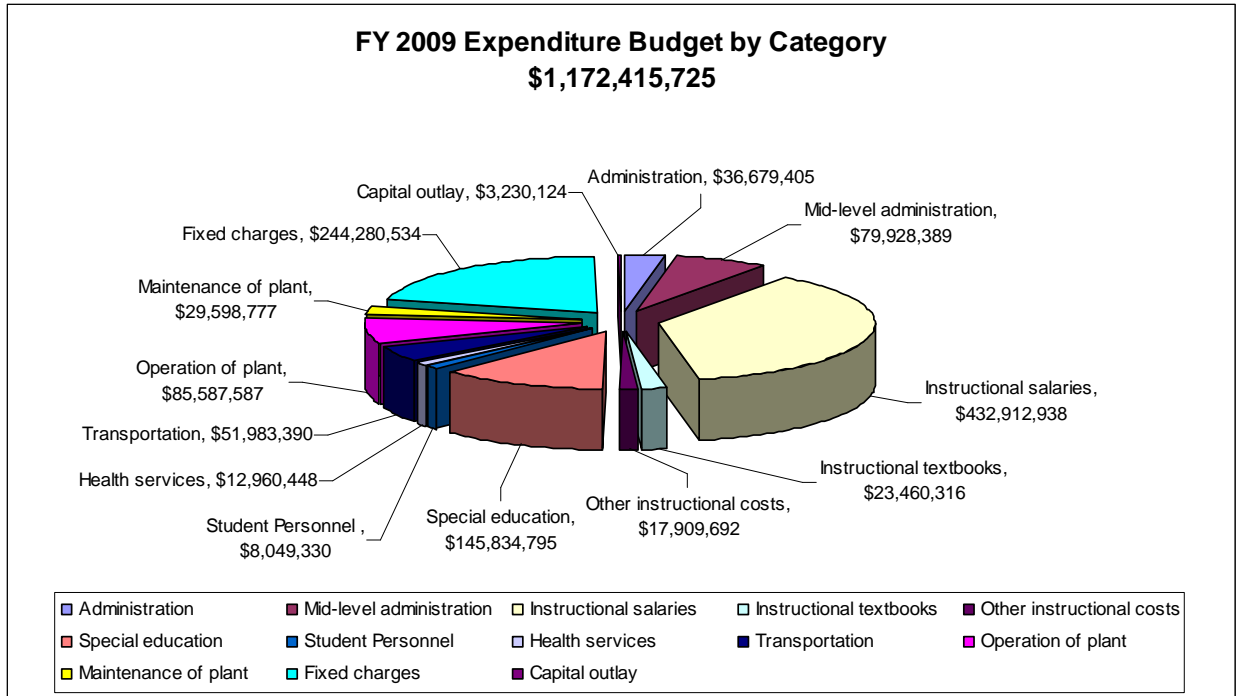


Figure 2 (Detail included in Figure 4)

Total expenditures and encumbrances – Year-to-date expenditures and encumbrances through March 2009 are \$869.7 million, 74.2% obligated compared to \$825.8 million, 72.7% obligated, for the same period in FY2008. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., Administration, Mid-Level Administration, Operation of Plant, Maintenance of Plant, and Capital Outlay) average 70.7% of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month school-based personnel (e.g., Instructional Salaries, Special Education, Student Personnel, Health Services, and Transportation) average 69.6% of budget and are in line considering the percent of the school year that has elapsed.

The increase of \$20 million in budgeted salary expense is primarily attributable to annual step increases for all existing employees. Funding is also provided in salary expenses for Vincent Farm Elementary School and the Imagine Discovery Charter School. Positions previously funded by Third Party Billing Medicaid revenue (107.7 FTE) and the Pass-through grant (14 FTE) have been moved to the general fund.

The non-salary expenditures are budgeted for an overall increase of \$17.1 million, or 4.1% over the prior year. The increases in these expenditures are in a number of categories throughout the budget, including \$2.8 million in one-time Administration costs for the upgrade of the human resources computer system, an increase in Instructional Textbooks of \$3.4 million, an increase in Transportation for expected increases in fuel costs, and an increase in Fixed Charges of \$12 million due to cost increases in health insurance, workers' compensation and FICA. These increases were partially offset by a decrease of \$4.8 million in Operations for utility expenditures.

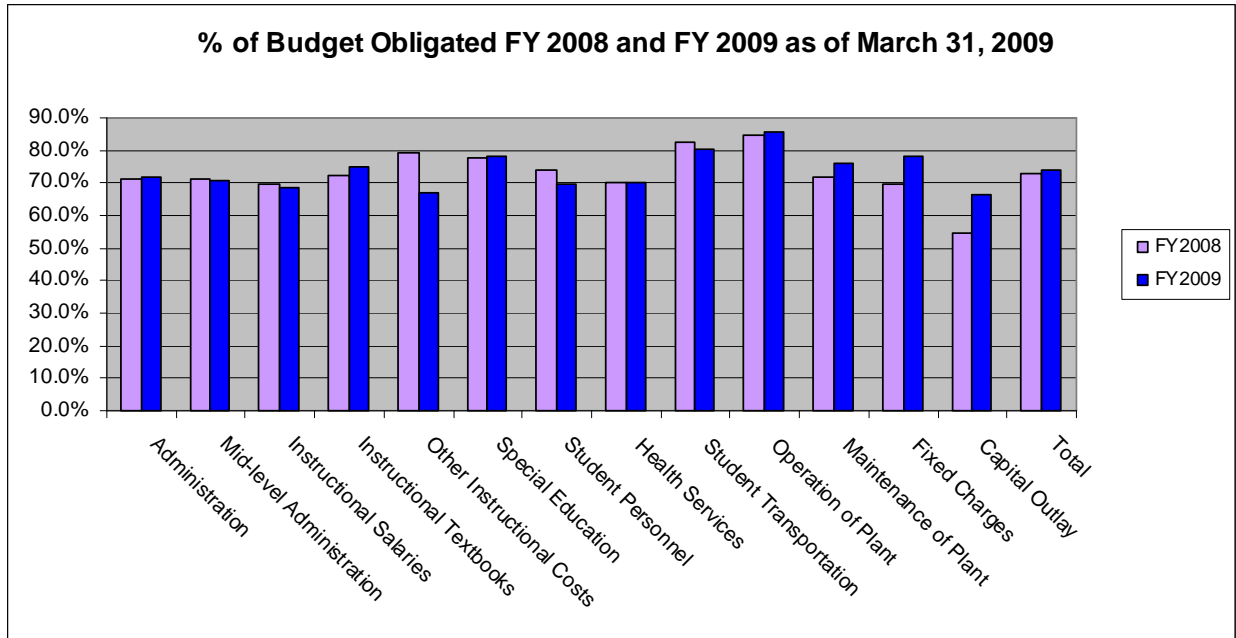


Figure 3

- Administration and Mid-level administration** – The budget for non-salary administration expenditures increased \$2.1 million or 19.6% over the prior fiscal year. This increase in budgeted expenditures is primarily attributed to the planned upgrade in the human resources computer system which was begun this year. Mid-level administration non-salary expenditures are budgeted for an increase due to the opening of Vincent Farm Elementary School and Imagine Discovery Charter School. A budget appropriation from other activities will be required to account for charter school expenditures in mid-level administration.
- Instructional salaries** – The budget for instructional salaries was increased by \$3.8 million in FY2009 primarily to fund step increases. The budget increase also resulted from added instructional positions required to maintain small kindergarten class sizes and staff the new elementary school and the charter school, which opened in August 2008. Estimated turnover savings will allow funds to be transferred to other activities as part of the year-end budget appropriation transfer.
- Instructional textbooks and supplies** – A significant portion of the instructional textbooks and supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The budget for this category was increased by 17.2%, or approximately \$3.4 million for the system-wide purchase of textbooks. To date, \$17.6 million, 74.9% of the FY2009 budgeted textbook funds has been committed; the remaining budget will be spent by year-end to purchase additional consumable classroom supplies, library books and other media. A year-end budget appropriation into this activity is anticipated to cover part of the cost to develop software for the virtual classroom at Chesapeake High School.

- ***Other instructional costs*** – This category is comprised of commitments for contracted services, staff development, and equipment used to support the instructional programs. To date, \$12 million, 67% of the FY2009 budgeted funds have been committed. In the prior year, \$14.2 million, 79.4% had been committed. The decrease in expenditures over the prior year is the result of significant expenditures for computer network upgrades which were completed in FY2008. A year-end budget appropriation transfer into this activity is anticipated to reflect budget reallocations by principals, fund additional information technology for schools and account for charter school operations.
- ***Special education*** – The special education category includes costs associated with the educational needs of students receiving special education services. The FY2009 salary budget includes funding for instructional positions previously funded through Special Revenue funds, step increases, and the cost of staff to support additional services. \$35.5 million (88%) of the FY2009 special education non-salary budget is for private placement of children in non-public schools. To date, 96% of the projected expenditures for private placement, \$32.5 million, have been committed, compared with 91% committed at March 2008. This is the result of an effort by the Special Education Department to better project annual costs and the issuance of purchase orders that anticipate most of FY09 requirements. A year-end budget appropriation transfer into this activity will be required to account for employees' administrative leave and fund greater than anticipated costs for personal assistants.
- ***Student personnel and Health services*** – Year-to-date FY2009 expenditures for student personnel and health services are in line with the budget.
- ***Transportation*** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. Much of the transportation non-salary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, cost of bus maintenance, and other non-salary expenditures. The non-salary budget increased \$2.4 million, which can be attributed primarily to additional expenditures for increased cost of fuel. A new fuel contract was finalized in December and the new fuel pricing should result in the total fuel costs being within the budgeted estimate for the year. As of March 2009, 97.8% of the non-salary budget had been committed as compared with 95.8% committed at this time in the prior year.
- ***Operation of plant*** – This category contains costs for custodial and grounds keeping salaries for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are also included. The non-salary expenditure budget for this category has decreased \$4.3 million, 8.3% less than the prior year. This decrease is primarily attributable to a significant reduction anticipated in utility costs of \$4.8 million. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of \$29 million. Utility costs are

currently projected to exceed the budget by approximately \$2.3 million and will require a budget appropriation transfer of funds from other activities to cover the additional expenditures. Other expenditures in this category include the cost of building rent, \$4 million; property insurance, \$1.3 million; trash removal, \$1.3 million and other related expenditures. As of March 2009, 97.4% of the non-salary budget has been committed, compared with 95% as of March 2008.

- ***Maintenance of plant and capital outlay*** – The maintenance category consists of activities related to the service and upkeep of building systems and grounds. Year-to-date non-salary expenditures and encumbrances are \$14 million, 78.3% of the budgeted amount, as compared with \$12.9 million, or 75.2% in the prior fiscal year. Capital Outlay non-salary expenditures are 50.7% expended at March 2009, as compared to 23% expended in March 2008. This percentage increase is attributable to a significant reduction in the budget over the prior year during which a supplemental appropriation was budgeted for additional costs of relocatable equipment needed for construction projects. A year-end budget appropriation transfer into this activity will be required to fund charter school operations and unachieved turnover savings.
- ***Fixed charges*** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 68% and 23% of the fixed charges budget, respectively. The FY2009 budget includes an increase of \$12 million resulting from increases in premiums for health insurance, workers compensation, FICA and costs related to new positions. A year-end budget appropriation into this activity will be required to fund the cost of health care and post retirement benefits.

Baltimore County Public Schools
Comparison of FY 2008 and FY 2009 Revenues, Expenditures, and Encumbrances
Budget and Actual
For the Periods Ended March, 2008 and 2009
General Fund

		FY 2008				FY 2009			
		Adjusted	Total	Remaining	Percentage	Adjusted	Total	Remaining	Percentage
		Budget	Rev/Exp/Enc.	Budget	Earned or	Budget	Rev/Exp/Enc.	Budget	Earned or
			as of 03/31/07	as of 03/31/07	Obligated		as of 03/31/08	as of 03/31/08	Obligated
Revenues									
Baltimore County		\$ 617,722,410	\$ 416,974,338	\$ 200,748,072	67.5%	\$ 646,094,092	\$ 457,482,246	\$ 188,611,846	70.8%
State of Maryland		506,997,547	409,422,984	97,574,563	80.8%	515,328,633	421,694,695	93,633,938	81.8%
Other		10,581,484	5,884,249	4,697,235	55.6%	10,993,000	6,960,507	4,032,493	63.3%
Total revenues		\$ 1,135,301,441	\$ 832,281,571	\$ 303,019,870	73.3%	\$ 1,172,415,725	\$ 886,137,448	\$ 286,278,277	75.6%
Expenditures and encumbrances									
Administration	salary	\$ 21,844,285	\$ 15,211,882	\$ 6,632,403	69.6%	\$ 23,768,272	\$ 15,882,356	\$ 7,885,916	66.8%
	non-salary	10,824,465	8,080,116	2,744,349	74.6%	12,911,133	10,536,252	2,374,881	81.6%
	subtotal	32,668,750	23,291,998	9,376,752	71.3%	36,679,405	26,418,608	10,260,797	72.0%
Mid-level administration	salary	68,818,100	49,822,477	18,995,623	72.4%	72,764,471	52,195,411	20,569,060	71.7%
	non-salary	6,749,863	3,840,866	2,908,997	56.9%	7,163,918	4,488,307	2,675,611	62.7%
	subtotal	75,567,963	53,663,343	21,904,620	71.0%	79,928,389	56,683,718	23,244,671	70.9%
Instruction:									
Instructional salaries	salary	429,121,308	299,118,943	130,002,365	69.7%	432,912,938	297,584,234	135,328,704	68.7%
Instructional textbooks	non-salary	20,015,044	14,436,815	5,578,229	72.1%	23,460,316	17,565,572	5,894,744	74.9%
Other instructional costs	non-salary	17,857,803	14,174,151	3,683,652	79.4%	17,909,692	12,000,639	5,909,053	67.0%
Special education	salary	99,809,153	72,097,242	27,711,911	72.2%	105,171,833	75,716,449	29,455,384	72.0%
	non-salary	39,341,393	35,988,162	3,353,231	91.5%	40,662,962	38,151,977	2,510,985	93.8%
	subtotal	139,150,546	108,085,404	31,065,142	77.7%	145,834,795	113,868,426	31,966,369	78.1%
Student personnel	salary	6,351,880	4,605,099	1,746,781	72.5%	7,855,304	5,485,024	2,370,280	69.8%
	non-salary	22,306	103,696	(81,390)	464.9%	194,026	110,243	83,783	56.8%
	subtotal	6,374,186	4,708,795	1,665,391	73.9%	8,049,330	5,595,267	2,454,063	69.5%
Health services	salary	11,723,020	8,259,677	3,463,343	70.5%	12,676,193	8,860,531	3,815,662	69.9%
	non-salary	356,189	231,893	124,296	65.1%	284,255	227,556	56,699	80.1%
	subtotal	12,079,209	8,491,570	3,587,639	70.3%	12,960,448	9,088,087	3,872,361	70.1%
Student transportation	salary	28,584,825	21,059,760	7,525,065	73.7%	30,732,661	21,126,060	9,606,601	68.7%
	non-salary	18,755,628	17,973,823	781,805	95.8%	21,250,729	20,778,216	472,513	97.8%
	subtotal	47,340,453	39,033,583	8,306,870	82.5%	51,983,390	41,904,276	10,079,114	80.6%
Operation of plant	salary	37,822,008	26,462,473	11,359,535	70.0%	38,233,005	27,058,142	11,174,863	70.8%
	non-salary	51,649,601	49,080,233	2,569,368	95.0%	47,354,582	46,135,326	1,219,256	97.4%
	subtotal	89,471,609	75,542,706	13,928,903	84.4%	85,587,587	73,193,468	12,394,119	85.5%
Maintenance of plant	salary	11,745,239	7,815,572	3,929,667	66.5%	11,680,331	8,538,178	3,142,153	73.1%
	non-salary	17,119,059	12,870,541	4,248,518	75.2%	17,918,446	14,035,572	3,882,874	78.3%
	subtotal	28,864,298	20,686,113	8,178,185	71.7%	29,598,777	22,573,750	7,025,027	76.3%
Fixed charges	non-salary	232,785,046	162,395,277	70,389,769	69.8%	244,280,534	191,107,096	53,173,438	78.2%
Capital outlay	salary	2,719,761	1,886,352	833,409	69.4%	2,803,459	1,927,629	875,830	68.8%
	non-salary	1,285,465	295,125	990,340	23.0%	426,665	216,295	210,370	50.7%
	subtotal	4,005,226	2,181,477	1,823,749	54.5%	3,230,124	2,143,924	1,086,200	66.4%
Total Salary		\$ 718,539,579	\$ 506,339,478	\$ 212,200,101	70.5%	\$ 738,598,467	\$ 514,374,014	\$ 224,224,453	69.6%
Total Non-Salary		416,761,862	319,470,697	97,291,165	76.7%	433,817,258	355,353,051	78,464,207	81.9%
Total expenditures and encumbrances		\$ 1,135,301,441	\$ 825,810,175	\$ 309,491,266	72.7%	\$ 1,172,415,725	\$ 869,727,065	\$ 302,688,660	74.2%

Figure 4

Prepared by: Office of Accounting and Financial Reporting, April 14, 2009