

OPEN SESSION

I.	PLEDGE OF ALLEGIANCE	
II.	SILENT MEDITATION IN REMEMBRANCE	
III.	AGENDA	
	Consideration of the agenda for Tuesday, January 14, 2003	
IV.	MINUTES	
	Consideration of the open and closed session minutes of December 3, 2002	<u>Exhibit A</u>
V.	SUPERINTENDENT'S REPORT	
VI.	RECOGNITION OF ADVISORY COUNCIL APPOINTMENT AND ADMINISTRATIVE APPOINTMENT FROM DECEMBER 17, 2002	(Mr. Grimsley)
VII.	OLD BUSINESS	
A.	Consideration of proposed revisions to Policy 3121 – Funds (Third Reading)	(Ms. Burnopp) <u>Exhibit B</u>
B.	Consideration of proposed revisions to Policy 3123 – Reporting (Third Reading)	(Ms. Burnopp) <u>Exhibit C</u>
C.	Consideration of proposed revisions to Policy 3131 – External Audit (Third Reading)	(Ms. Burnopp) <u>Exhibit D</u>
D.	Consideration of proposed revisions to the <i>Blueprint for Progress</i>	(Ms. Johns) (Ms. Audette) <u>Exhibit E</u>
VIII.	REPORT	
	Presentation of the Proposed Operating Budget for the Baltimore County Public Schools for Fiscal Year 2004 (exhibit to follow)	(Dr. Hairston) <u>Exhibit F</u>
IX.	NEW BUSINESS	
A.	Consideration of consent to the following personnel matters:	(Mr. Grimsley)
1.	Retirements	<u>Exhibit G</u>
2.	Resignations	Exhibit H

IX. NEW BUSINESS (Cont.)

- 3. Leaves of Absence Exhibit I
- 4. Deceased Exhibit J
- 5. Appointment Exhibit K
- B. Consideration of consent to the following contract awards: (Ms. Burnopp)
(Mr. Gay)
 - 1. Diplomas, Diploma Covers, and Certificates Exhibit L
 - 2. Leasing Portable Modular Classrooms
 - 3. Moving/Relocating Modular Classrooms
- C. Consideration of Increase in Contingency – Major Maintenance Renovation Project – Chadwick Elementary School (Dr. Krempel) Exhibit Q
- D. Consideration of Revised Fiscal Year 2004 State and County Capital Budget Request (Ms. Burnopp) Exhibit R

X. ANNOUNCEMENTS

XI. PUBLIC COMMENT

- A. Constituent Groups
- B. Public Comment on Proposed Revisions to Policy 3124 – Accounting and Cash Management (Second Reading)
- C. General Public Comment

Next Board Meeting January 28, 2003
7:30 P.M. Greenwood

TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, December 3, 2002

The Board of Education of Baltimore County, Maryland, met in open session at 4:42 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Mr. James R. Sasiadek, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Arnold reminded Board members to contact Ms. Zepp regarding their transportation arrangements to the national conference in April 2003.

Ms. Ettinger moved that the student Board member be permitted to participate in discussions relative to negotiations. The motion was seconded by Mr. Sasiadek and unanimously approved by the Board.

At 4:48 p.m., Ms. Ettinger moved the Board go into closed session to consult with counsel regarding a potential settlement and to discuss matters pertaining to negotiations pursuant to the Annotated Code of Maryland, State Government Article, § 10-508(a)(7) and (a)(9). The motion was seconded by Mr. Hayden and unanimously approved by the Board.

Mr. Teplitzky entered the room at 4:48 p.m.

CLOSED SESSION MINUTES

Mr. Grimsley discussed negotiation proposals for the various employee groups. After Board discussion, Mr. Grimsley and Mr. Capozzi were advised how to proceed.

Ms. Murray entered the room at 4:52 p.m.

Ms. Saffran - Brinks introduced Mr. Thomas Bostwick, Assistant County Attorney. She reviewed with Board members a potential settlement.

At 5:35 p.m., Mr. Walker moved to adjourn the closed session for a brief dinner recess. The motion was seconded by Mr. Sasiadek and approved by the Board.

The Board hosted members of the Baltimore County Disabilities Commission for dinner.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:32 p.m. at Greenwood. President Donald L. Arnold and the following Board members were present: Ms. Sarah D. Bormel, Ms. Phyllis E. Ettinger, Mr. Thomas G. Grzymiski, Mr. John A. Hayden, III, Ms. Jean M. H. Jung, Mr. Michael P. Kennedy, Ms. Janese Murray, Mr. James R.

OPEN SESSION MINUTES (Cont.)

Sasiadek, Mr. Sanford V. Teplitzky, and Mr. James E. Walker. In addition, Dr. Joe A. Hairston, Superintendent of Schools; staff members; members of various civic, employee, and community organizations were present as was the media.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Ms. Jen Reebolt, a student at Towson University, and a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Mr. Arnold introduced newly elected County Executive James Smith. The County Executive reiterated that education is his top priority. He shared his commitment to work with the Board and staff and those who are committed to serve the educational interests of our students. County Executive Smith noted the fiscal realities and stated that imagination does not have to be inhibited by economics.

The County Executive introduced his new educational liaison, Matthew Joseph.

Mr. Arnold noted the extensive credentials of Mr. Joseph.

SUPERINTENDENT'S REPORT

Dr. Hairston acknowledged the talent of the students who participated in the recent Honors Chorus, Band, and Orchestra performance at the Meyerhoff. He noted that the song being performed on the monitors prior to the Board meeting was commissioned especially for Baltimore County Public Schools and copyrighted by Baltimore County Public Schools.

Dr. Hairston congratulated the Hereford High School football team and its coach, Steve Turnbaugh, for winning the State title.

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

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Mr. Grimsley recognized the administrators whose appointments were approved at the November 18th Board meeting.

REPORTS

The Board received the following reports:

REPORTS (Cont.)

- A. Report on the Proposed Revision to Policies 3121 – Funds Management - and 3123 – Reporting — Ms. Burnop reviewed the proposed changes to the policies. Mr. Arnold announced that the public would have an opportunity to comment on the proposed revisions at the December 17th meeting, and a vote on the proposed revisions would take place January 14th.
- B. Report on the Proposed Revision to Policy 3131 – External Audit — Ms. Burnop reviewed the proposed changes to the policy. Mr. Arnold announced that the public would have an opportunity to comment on the proposed revisions at the December 17th meeting, and a vote on the proposed revisions would take place January 14th.

PERSONNEL MATTERS

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

CONTRACT AWARDS

Mr. Kennedy pulled item 3 for further discussion.

With regard to contract extensions, Ms. Jung inquired about the process followed if the current price of a product is lower than what is stated at the contract. Mr. Gay responded that a market analysis is performed on products. In the event that a current price is lower, the contract would have to be rebid. Purchasing must weigh the time, effort, and cost of rebidding versus accepting the current stable price.

With regard to the contract extension for interior and exterior doors, Mr. Walker noted the contract expired on November 28th. He asked about purchasing items after a contract expires. Mr. Gay explained that if the cost of the item does not exceed \$15,000, it can be purchased. If the price exceeds \$15,000, an emergency request must be made to the Superintendent and Board for permission to purchase. Mr. Gay also stated that Purchasing is putting a database into place to track contracts and bids. This will help Purchasing stay ahead of the contracts approximately 3-4 months prior to their expiration.

Mr. Kennedy asked for clarification of Mr. Gay's response to Ms. Jung.

On motion of Mr. Kennedy, seconded by Mr. Walker, the Board approved items 1, 2, and 4-6.

1. Supply Contract: Interior and Exterior Replacement Doors

CONTRACT AWARDS (Cont.)

2. Supply Contract: Privacy Partition Parts for Public Lavatories
4. Supply Contract: Various Hand Tools and Equipment for the Office of Grounds
5. Supply Contract: Various Insulated Glass for Windows
6. Supply Contract: Various Repair Parts for the Office of Grounds

Item 3

On motion of Mr. Kennedy, seconded by Mr. Grzymiski, the Board approved item 3.

3. Supply Contract: Various Floor Tiles

BUILDING COMMITTEE

The Building Committee, represented by Mr. Kennedy, recommended approval of items 1-10. The Board approved these recommendations.

1. Boiler Replacement – Dundalk Middle School
2. Reroofing Project – Kenwood High School
3. Computer Networking and Electrical Upgrades – Catonsville and Rosedale Centers for Alternative Studies
4. Fee Acceptance – Design Service for Boiler Replacements – Dulaney, Lansdowne, Patapsco, and Woodlawn High Schools
5. Fee Acceptance – Site Feasibility Study – Proposed Northwest Area Middle School
6. Fee Acceptance – Design Services – Windsor Mill Middle School
7. Fee Acceptance – Construction Administration Services for Boiler Replacement – Dundalk Middle School
8. Change Order – Painting Contract – New Town High School
9. Driveway and Parking Lot Improvements – Hereford High School
10. Easement – Chase Elementary School

PULASKI PARK LEASE

On motion of Ms. Ettinger, seconded by Mr. Sasiadek, the Board approved a lease for additional space at Pulaski Park in the amount of \$20,000. The additional space will house PPW's and psychologists from the Northeast Area currently using classroom space at the Rosedale Alternative School.

ANNOUNCEMENTS

Mr. Arnold made the following announcements:

- On Wednesday, December 4, 2002, the Northeast Area Educational Advisory Council will meet at Parkville High School at 6:30 p.m.
- On Tuesday, December 10, 2002, the Northwest Area Educational Advisory Council will meet at Winand Elementary School at 7:00 p.m.
- The next regularly scheduled meeting of the Board of Education of Baltimore County will be held on Tuesday, December 17, 2002, at Greenwood. The meeting will begin with an open session at 5:00 p.m. After the Board adjourns to meet in closed session, followed by a brief dinner recess, the open meeting will reconvene at approximately 7:30 p.m. The public is welcome at all open sessions.

PUBLIC COMMENT

Ms. Jo Lynn Chadwick, Chair of the Citizens Advisory Committee for Gifted/Talented Education, spoke about the successful Parent Information Night held November 13th and the benefits the program provides for parents. Ms. Chadwick expressed her gratitude to Ms. Panyter and her staff for their work during the year and for their work in coordinating Parent Information Night. Board members were invited to the January meeting of the group.

Ms. Kelli Nelson, Chair of the Citizens Advisory Committee for Special Education, shared the group's excitement of the selection of Matthew Joseph by the County Executive. She offered her support of the proposed revision to the *Blueprint for Progress*, particularly Goal 5, as it pertains in two (2) areas to students with disabilities or with special needs. Ms. Nelson noted that in addition to her group's meeting on December 9th, there would also be a Town Hall meeting with Dr. Grasmick in Anne Arundel County. She expressed her hope that Baltimore County would be represented at the Town Hall meeting. Finally, Ms. Nelson introduced a new committee member, Carl Bailey.

There were no speakers to testify on the proposed revision to the *Blueprint for Progress*.

Mr. Arnold reminded speakers to refrain from discussing any matter which might come before the Board in the form of an appeal, as well as personnel matters.

PUBLIC COMMENT (Cont.)

Mr. Connie Lipscomb, PTSA President at Randallstown High School, spoke of conditions at Randallstown — frequent student fights, lack of student achievement, lack of qualified administrators and teachers, poor facility upkeep, and large administrative turnover. He asked that Randallstown be provided with experienced staff and administrators. Mr. Lipscomb also asked that a crisis intervention counselor not be placed at the school.

At 8:07 p.m., Mr. Hayden moved to adjourn the open session. The motion was seconded by Mr. Walker and approved by the Board.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

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BALTIMORECOUNTYPUBLICSCHOOLS

DATE: January 14, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Policy 3121 ñNON -INSTRUCTIONAL SERVICES:Fiscal Services ñ
Accounting and Cash Management:Funds Management and
Policy 3123 ñNON -INSTRUCTIONAL SERVICES:Fiscal Services ñ
Accounting and Cash Management:Reporting

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

**RESOURCE
PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services
Patrick Fannon, Controller

RECOMMENDATION

Approval of Policy 3121 –NON -INSTRUCTIONAL SERVICES:Fiscal Services –Accounting and Cash Management:Funds Management, and Policy 3123 –NON -INSTRUCTIONAL SERVICES:Fiscal Services –Accounting and Cash Management:Reporting, were updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policies were adopted in 1968 and have never been revised. Changes have been reviewed by the Board Policy Review Committee on October 30, 2002, and have been made to reflect current language and references. The policy changes were presented to the Board on December 3, 2002, and available for public comment on December 17, 2002.

Attachment I –Board Policy 3121
Attachment II –Board Policy 3123

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash management: Funds Management

The Superintendent of Schools, as Secretary and Treasurer of the Board of Education, shall DEVELOP PROCEDURES TO ENSURE [receive] THAT all funds due the Board of Education [;] ARE RECEIVED AND [shall deposit same in depositories] DEPOSITED IN ACCORDANCE WITH STATE LAW OR REGULATION [as approved by the Board of Education;], and shall keep a full account of all monies received.

Legal Reference: Annotated Code of Maryland, Education Article §4-102
ANNOTATED CODE OF MARYLAND, TREASURER ARTICLE 95, §22, INVESTMENT BY COUNTY COMMISSIONERS AND OTHERS IN UNITED STATES GOVERNMENT BONDS, OBLIGATIONS OF FEDERAL GOVERNMENT OR AGENCIES OR SAVINGS ACCOUNTS IN MARYLAND BANKS.
ANNOTATED CODE OF MARYLAND, STATE FINANCE AND PROCUREMENT ARTICLE 6, §222, PERMISSIBLE INVESTMENTS

ALL CAPS indicate new material.
Brackets [] indicate deleted material.

BALTIMORECOUNTYPUBLICSCHOOLS

DATE: January14,2003

TO: BOARDOFEDUCATION

FROM: Dr.JoeA.Hairston,Superintendent

SUBJECT: Policy3121 ñNON -INSTRUCTIONALSERVICES:FiscalServices ñ
AccountingandCashManagement:FundsManagementand
Policy3123 ñNON -INSTRUCTIONALSERVICES:FiscalServices ñ
AccountingandCashManagement:Reporting

ORIGINATOR: J.RobertHaines,DeputySuperintendent,BusinessServices

**RESOURCE
PERSON(S):** BarbaraBurnopp,ExecutiveDirector,FiscalServices
PatrickFannon,Controller

RECOMMENDATION

Approval of Policy 3121 –NON -INSTRUCTIONALSERVICES:FiscalServices –Accounting andCashManagement:FundsManagement,andPolicy3123 –NON -INSTRUCTIONAL SERVICES:FiscalServices –AccountingandCashMan agement:Reporting,wereupdatedas partoftheinitiativeoftheDivisionofBusinessServicestoupdateoutdatedBoardPolicies.The policieswereadoptedin1968andhaveneverbeenrevised.Changeshavebeenreviewedbythe BoardPolicyReviewCommi tteeonOctober30,2002,andhavebeenmadetoreflectcurrent languageandreferences.ThepolicychangeswerepresentedtotheBoardonDecember3,2002, andavailableforpubliccommentonDecember17,2002.

AttachmentI –BoardPolicy3121
AttachmentII –BoardPolicy3123

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash management: Reporting

The Superintendent of Schools shall submit to the Board of Education and to appropriate Baltimore County officials, monthly and annual reports regarding the status of appropriated funds. It shall also be the Superintendent's responsibility to prepare such other financial reports as may be required by law, [or] regulation, OR GRANTING AGENCY [for any agency] of the county, state, or federal government.

School Activity Fund reporting shall be completed in accordance with the [Manual for Receipts and Disbursements Accounting of School Funds] ACCOUNTING MANUAL FOR SCHOOL ACTIVITY FUNDS.

Legal Reference: Annotated Code of Maryland, Education Article
§5-[109]111 Reports

ALL CAPS indicate new material.
Brackets [] indicate deleted material.

BALTIMORECOUNTYPUBLICSCHOOLS

DATE: January 14, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Policy 3131 – NON -INSTRUCTIONAL SERVICES: Fiscal Services –
Auditing: External Audit

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

**RESOURCE
PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services
Patrick Fannon, Controller

RECOMMENDATION

Approval of Board Policy 3131 – NON -INSTRUCTIONAL SERVICES: Fiscal Services – Auditing: External Audit was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1968 and has never been revised. Changes have been reviewed by the Board Policy Review Committee on October 30, 2002, and have been made to reflect current language and references. The policy change was presented to the Board on December 3, 2002, and available for public comment on December 17, 2002.

Attachment I – Board Policy 3131

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Auditing: External Audit

[Each year, the Superintendent of Schools shall recommend an accountant or accountants approved by the State Superintendent of Schools who, upon approval of the Board of Education, will provide an audit of the business and financial transactions of the Board.] BY MAY 1 OF THE FISCAL YEAR TO BE AUDITED, THE SUPERINTENDENT SHALL SUBMIT FOR APPROVAL TO THE STATE SUPERINTENDENT OF SCHOOLS THE NAME OF THE INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT OR FIRM ENGAGED, OR TO BE ENGAGED, BY THE BOARD OF EDUCATION. THE INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT OR FIRM SHALL CONDUCT THE AUDIT IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS. THE RESULT SHALL BE REPORTED WITHIN THREE (3) MONTHS AFTER THE CLOSE OF THE FISCAL YEAR TO THE STATE SUPERINTENDENT AND THE COUNTY FISCAL AUTHORITY. Copies of the annual audit shall be available for public distribution.

Legal Reference: Annotated Code of Maryland, Education Article
§5-[108]109 Annual Audit
§5-[109]111 Reports

ALL CAPS indicate new material.
Brackets [] indicate deleted material.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 14, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: *Blueprint for Progress*

ORIGINATORS: Christine Johns, Deputy Superintendent of Curriculum and Instruction
Merle Audette, Chief of Staff

**RESOURCE
STAFF:** Work Group of Thirty-Six Members; Executive Directors of Schools;
Executive Directors of Curriculum and Instruction and Business Services;
Sub Committees; and Doug Neilson, Sharon Norman, Carol Knepley, and
Editors

RECOMMENDATION

That the revised *Blueprint for Progress* be adopted as the framework in the system for developing the Master Plan for increasing student achievement.

The *Blueprint for Progress* that was endorsed by the Board of Education in the school year 2000 – 2001 has been revised to reflect the *No Child Left Behind Act 2001*, *Bridge to Excellence in Education Act* (Thornton) and the Visionary Panel for Better Schools: *Achievement Matters Most*.

A Work Group of thirty-six members was formed to review the present *Blueprint for Progress*. The group's charge was to suggest revisions that would capture the requirements of the new legislation and the system direction provided by the Board of Education and Superintendent. In addition, fifteen members of the Coalition of Advisory Councils provided input into the revised document, and many other staff members provided input in sub-committees that were formed by the Work Group members.

The review process has provided time for staff and public input. The recommendation is for the Board of Education to adopt the revised *Blueprint for Progress* at this meeting.

Appendix I—Focused on Quality; Committed to Excellence
Blueprint for Progress

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**Focused on Quality;
Committed to Excellence**

Blueprint for Progress

**REALIZING THE
VISION**



Adopted by the Board of Education
on _____

BALTIMORE COUNTY PUBLIC SCHOOLS

BOARD OF EDUCATION

Donald L. Arnold
President

James R. Sasiadek
Vice-President

Phyllis E. Ettinger

Michael P. Kennedy

Thomas G. Grzymiski

Janese Murray

John A. Hayden, III, Esquire

Sanford V. Teplitzky

Dr. Warren C. Hayman

James E. Walker

Jean M. H. Jung

Sarah Bormel
Student Representative

Dr. Joe A. Hairston
Superintendent

Acknowledgement

The following parents and individuals are recognized for their substantial contributions to the ***Blueprint for Progress***:

Carl Alexander, Ella White Campbell, JoLynn Chadwick, Clifford Collins, Boyd Crouse, Mary Pat Kahle, Maggie Kennedy, Kelli Nelson, Meg O'Hare, Lisa Orens, Joe Pallozzi, Jasmine Shriver, Lynn Sklar, Jan Thomas, and George White.

Baltimore County Public Schools

6901 Charles Street
Towson, Maryland 21204

410-887-4554
www.bcps.org

January 2003

Introduction

The Baltimore County Public Schools are dedicated to providing a quality, comprehensive educational program designed to address the needs of a diverse student population. Building on current successes, the system's ***Blueprint for Progress*** outlines the vision, mission, belief statements, performance goals, performance indicators, and key strategies.

The ***Blueprint for Progress***, a framework for improving student achievement, provides clear direction for everyone involved in education in Baltimore County. The ***Blueprint for Progress*** is built on a foundation of clear standards, quality instruction, and individual accountability. Implementing this blueprint is essential if we are to meet state and national standards and accomplish the goals of increased student achievement and continuous school improvement. Our children are our future. We must teach them well. They deserve the best.



Vision

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

Mission

The Baltimore County Public Schools' mission is to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.



Goals

To improve achievement for all students

To maintain a safe and orderly learning environment in every school

To use resources effectively and efficiently

Belief Statements

- We believe that all students will learn and achieve.
- We believe that improved student achievement requires families and communities to be partners in the educational process.
- We believe that increased student achievement requires families to be responsible and accountable for their children's education and communities to be partners in the educational process.
- We believe that all schools will demonstrate adequate yearly progress.
- We believe in respecting the dignity and worth of every individual.
- We believe that a quality education requires:
 - An effective, qualified teacher in every classroom
 - An effective, qualified principal focused on instruction in every school
 - A challenging systemic curriculum
 - A results-oriented, data-driven focus based on continuous growth
 - An assessment program focused on the measurement of student growth
 - Shared accountability among teachers, principals, and central office personnel
 - Early intervention for young children.
- We believe that every employee must model ethical behavior, exhibit a strong work ethic, and perform at high levels.
- We believe that all Baltimore County Public Schools' departments and offices must demonstrate continuous improvement.

Performance Goal 1

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

Performance Indicators for Goal 1

- 1.1 All diploma-bound students in grades 3 — 8 and 10 will meet or exceed Maryland School Assessment (MSA) standards. (State standard)
- 1.2 All diploma-bound students will participate in the PSAT. (BCPS standard)
- 1.3 All students scoring a 55 or above on verbal/math PSAT will be counseled into honors or gifted and talented level courses. (BCPS standard)
- 1.4 All students who earn a certificate of attendance will have documented evidence of their attainment of knowledge and skills within their prescribed programs. (State standard)
- 1.5 Seventy percent of participating special education students will meet or exceed state standards for the Independence Mastery Assessment Program (IMAP). (State standard)
- 1.6 All prekindergarten students in eligible schools will have access to a PreKindergarten Program by the 2007 – 2008 school year. (State standard)
- 1.7 All elementary schools will have a full-day kindergarten by the 2007 – 2008 school year. (State standard)
- 1.8 Students in grades 2 – 6 will achieve grade level standards on the reading benchmark assessments. (BCPS standard)
- 1.9 All students will pass the Maryland Functional Math, Reading, and Writing Tests prior to the end of grade 8. (BCPS standard)
- 1.10 Each middle school will meet or exceed the State average student

- 1.11 All students will pass the Algebra I Maryland High School Assessment (HSA) by the end of grade 9. (BCPS standard)
- 1.12 All students will acquire one fine arts credit by passing a course that is driven by the Content Standards. (State standard)
- 1.13 All students successfully completing Algebra I, biology, English 9, geometry, and government will pass the Maryland High School Assessment on their first attempt. (BCPS standard)
- 1.14 All high schools will meet or exceed the national average of a 7% participation rate on the Advanced Placement (AP) examination. (BCPS standard)
- 1.15 All high schools will have at least 70% of their students who take AP examinations achieve passing scores. (BCPS standard)
- 1.16 All International Baccalaureate (IB) schools will have 100% participation rate for the IB diploma-bound students. (BCPS standard)
- 1.17 All IB schools will have at least a 75% pass rate on IB examinations. (BCPS standard)



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- 1.18 All high schools will meet or exceed the national average for participation in the SAT or the ACT. (BCPS standard)
- 1.19 All high schools will meet or exceed the national average for combined verbal and mathematics scores on the SAT or the ACT. (BCPS standard)
- 1.20 All high schools whose students take the placement test will meet or exceed scores on the Accuplacer that enables students to enroll in college level courses at two-year colleges. (BCPS standard)
- 1.21 All high school students identified as career and technology education concentrators will meet or exceed State standards for both cumulative and technical Grade Point Averages (GPA). (State standard)
- 1.22 All schools will achieve an attendance rate of at least 94%. (State standard)

Key Strategies for Goal 1

- a) Develop a plan for phasing in PreKindergarten Programs for eligible students.
- b) Develop a plan for phasing in full-day kindergarten in all elementary schools.
- c) Provide for the consistent and systematic implementation of the Essential Curriculum in all content areas which include differentiated curriculum for English Language Learners, Special Education, Gifted and Talented, and honor students.
- d) Provide an array of courses aligned with the Content Standards for students to meet their fine arts credit requirement.
- e) Monitor classroom instruction to ensure that the Essential Curriculum is being taught.
- f) Develop and implement instructional strategies that include multiculturalism and differentiation.
- g) Provide the opportunity for students to participate in music, art, athletic, and extra-curricular activities.

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- h) Develop, implement, and monitor intervention programs for students who have not demonstrated proficiency in reading, language arts, mathematics, science, and social studies.
- i) Utilize best practices in providing oral and written feedback to students on the quality of their work in order to improve student achievement.
- j) Integrate technology in the teaching/learning process.
- k) Identify and consistently implement a common core of research-based instructional practices resulting in more purposeful and engaging work for students.
- l) Encourage reading by establishing a minimum goal of 25 books, from the recommended list, that will be read by/to each student during the academic school year.
- m) Develop and implement grade-appropriate diagnostic assessments for reading and mathematics.
- n) Use standardized testing results to encourage all students to enroll in challenging course work.
- o) Monitor the relationship between the intended, assessed, and learned curriculum to ensure access to rigorous curriculum for all students.
- p) Work with the Community College of Baltimore County to study present participation rates and national standards for the high school administration of the Accuplacer and to identify standards for countywide participation.
- q) Provide parents, guardians, and community stakeholder groups with strategies that can be implemented with children to enhance student learning.
- r) Strengthen communications and mutual support between and among parents/guardians, teachers, administrators, and students by providing parents/guardians with concrete strategies to use at home to help their children achieve high standards.

- r) Enlist parents, guardians, and community members in reading efforts at the schools and at home.
- s) Provide middle school mathematics teachers with intense professional development opportunities that address content standards and teaching techniques for a diverse student population.
- t) Provide staff access to technology essential to collecting, analyzing, and reporting student achievement data.
- u) Continue to develop the “Data Warehouse” for the purposes of disaggregating student achievement data, tracking teacher certification and professional development, and reporting on teacher participation in professional development opportunities.
- v) Support teachers in the implementation of reading techniques through professional development opportunities.
- w) Provide ongoing support to new and veteran teachers through professional development opportunities, e.g., Beginning Teacher Induction, Mentoring, and Academic Achievement.
- x) Provide professional development to teachers, paraprofessionals, and principals in content areas.



Performance Goal 2

By 2007, all English Language Learners will become proficient in English and reach high academic standards in reading/language arts, mathematics, science, and social studies.

Performance Indicators for Goal 2

- 2.1 All English Language Learners receiving English for Speakers of Other Languages (ESOL) services will attain English proficiency by the end of their third school year. (BCPS standard)
- 2.2 Fifty percent of English Language Learners receiving ESOL services for more than one year, and less than three years, will attain proficiency on the Maryland School Assessment in reading/language arts, mathematics, and science. (BCPS standard)

Key Strategies for Goal 2

- a) Continue to diagnose English proficiency for English Language Learners to ensure proper placement.
- b) Provide ESOL services for all English Language Learners not meeting English proficiency levels.
- c) Facilitate access to appropriate educational and community resources for immigrant families.
- d) Facilitate interpretation and translation services for parents and families who speak a language other than English to strengthen communication among homes, schools, and the community.
- e) Provide professional development opportunities on cross-cultural and differentiated strategies for all staff.
- f) Provide parent orientations on how to access services from the school system.

Note: Performance Goals 1 and 2, in accordance with *No Child Left Behind Act 2001*, further address the academic needs of English Language Learners.

Performance Goal 3

By 2005-2006, all students will be taught by highly qualified teachers.

Performance Indicators for Goal 3

- 3.1 All teachers and paraprofessionals will meet the requirements for “highly qualified,” as defined by the *No Child Left Behind* and the *Bridge to Excellence in Public Schools Education Act*. (BCPS standard)
- 3.2 All teachers and paraprofessionals will participate in “high quality” differentiated professional development, as defined by *No Child Left Behind*. (State standard)
- 3.3 All mathematics teachers in middle schools will demonstrate content mastery through comprehensive testing or will possess a Maryland State Department of Education teaching certificate with an endorsement in secondary mathematics. (BCPS standard)
- 3.4 All new teachers in Title I schools will meet the standard of “highly qualified” when hired. (State standard)
- 3.5 All parents/guardians will be advised of the qualifications of their child’s teacher at the beginning of each school year or upon request if there are changes to a teacher’s qualifications during the school year. (BCPS standard)



Key Strategies for Goal 3

- a) Ensure that all children have an opportunity to receive instruction from teachers with diverse cultural and experiential backgrounds.
- b) Develop a plan for recruitment and support of teachers in schools that have more than twice the school system average of non-tenured or provisionally certified teachers.
- c) Establish a plan to measure Adequate Yearly Progress (AYP) with regard to staffing all schools for all children with “highly qualified” teachers. Identify where the school system currently stands with respect to this goal and develop specific measures of acceptable progress and timelines.
- d) Continue to monitor and communicate with parents Baltimore County Public Schools’ progress toward having all students taught by “highly qualified” teachers and paraprofessionals.
- e) Partner with local universities to design and implement a professional development model for middle school math teachers that focuses on content, conceptual understanding, problem solving, pedagogy, and how children learn mathematics.
- f) Provide a variety of “high quality” professional development opportunities that focus on teachers’ and paraprofessionals’ assessed needs to ensure that they meet “highly qualified” status by 2005-2006.
- g) Continue a systematic process for the selection of “highly qualified” teachers.
- h) Optimize the use of all technology resources to attract and retain highly qualified teachers and paraprofessionals.
- i) Provide comprehensive information and professional development to support identified paraprofessionals in meeting academic and Maryland ParaPro Test requirements.
- j) Provide comprehensive information, access to hardware and software, and professional development opportunities to assist identified teachers in meeting the Elementary Secondary Education Act (ESEA) requirements to be “highly qualified.”
- k) Provide staff development opportunities that focus on principals’ assessed needs and system priorities.

Performance Goal 4

All students will be educated in school environments that are safe and conducive to learning.

Performance Indicators for Goal 4

- 4.1 All schools and school communities will maintain safe, orderly, nurturing environments. (BCPS standard)
- 4.2 All schools will have published expectations of student behavior and parental responsibilities and involvement. (BCPS standard)
- 4.3 Staff, students, parents, and community members will be provided opportunities to express satisfaction with the learning environment, climate, and school facilities. (BCPS standard)

Key Strategies for Goal 4

- a) Provide attractive, clean, caring, and secure learning environments.
- b) Implement an active character ethics education .
- c) Utilize the Student Support Services Team to address the needs of students.
- d) Provide integrated services for children and families with linkages to community wellness centers, health care, social services, child care services, recreational services, and law enforcement.
- e) Continue inter-department and inter-agency teams to implement schoolwide Safety and Emergency Plans and the countywide Critical Response Plan and Emergency Safety Management Guide.
- f) Provide a continuum of services through alternative education programs.
- g) Continue the fingerprinting and criminal background checks for all employees.
- h) Continue the annual Safe Schools Conference.

- i) Establish an action plan in the School Improvement Plan (SIP) for increasing parental awareness of their responsibilities and knowledge of behavior expectations identified in the *Student Handbook* and school code of conduct.
- j) Communicate to all students and parents the behavioral expectations identified in the *Student Handbook* and school code of conduct.
- k) Identify and train all staff in the implementation of effective student behavior management programs and the *Student Handbook* requirements.



Performance Goal 5

All students will graduate from high school.

Performance Indicators for Goal 5

- 5.1 All high schools will meet the graduation rate established by the State. (State standard)
- 5.2 All high schools will have annual dropout rates of less than 3%. (State standard)
- 5.3 All graduates will meet the college course entrance requirements for the University System of Maryland or the Maryland career and technology education career completer requirements or both. (State standard)

Key Strategies for Goal 5

- a) Educate all students with disabilities in accordance with the objectives defined in the student's Individualized Education Program (IEP) so that they learn the body of knowledge presented in the regular education environment to the maximum extent possible.
- b) Provide supports and services, modifications, and adaptations of curriculum, instructional methodology, and/or materials based on student needs.
- c) Increase participation in Gifted and Talented programs in all schools.
- d) Develop, in collaboration with students and parents/guardians, a Career Planning Profile of a four-year plan of studies for all eighth grade students.
- e) Provide and implement 504 Plans which clearly outline goals, objectives, and accommodations to ensure that students will maximize their educational opportunities.
- f) Develop partnerships with local community colleges and universities to increase student achievement and pathways to college and employment.



Performance Goal 6

Engage parents/guardians, business, and community members in the educational process.

Performance Indicators for Goal 6

- 6.1 Increase student, parent/guardian, and teacher conferences annually by 10% per school. (BCPS standard)
- 6.2 Increase the number of volunteers and tutors in support of student achievement annually by 10% per school. (BCPS standard)
- 6.3 Increase the number of parents/guardians participating in Back-To-School Night and student events annually by 10% per school. (BCPS standard)

Key Strategies for Goal 6

- a) Provide professional development opportunities to principals/schools to assist in aligning parent/guardian and community involvement strategies with school improvement goals.
- b) Educate all new teachers in how to conduct parent-teacher conferences.
- c) Provide guidelines and strategies for student-parent-teacher conferences.
- d) Provide media and planning services to schools to promote Back-To-School Night and American Education Week.
- e) Expand recognition opportunities for students, parents, community, and business partners.
- f) Train school personnel in processes to be used for developing and retaining volunteers, tutors, and school-business partnerships.
- g) Continue parent/guardian outreach through the Parentmobile and through collaborative initiatives with the Baltimore County Public Library.
- h) Encourage business partnerships that support and complement the educational program.

Performance Goal 7

Involve principals, teachers, staff, stakeholders, and parents/guardians in the decision-making process.

Performance Indicators for Goal 7

7.1 All schools will develop a results review report that is aligned to the system's annual results report. (BCPS standard)

Key Strategies for Goal 7

- a) Train school leadership to help parents, teachers, and students serve as advocates for educational issues.
- b) Utilize key stakeholders to assist in training parents/guardians about educational issues.
- c) Provide information and support to principals in the alignment of the ***Blueprint for Progress*** with the SIP, the allocation of positions, and the allocation of other resources.
- d) Encourage parents and community members to participate on the School Improvement Team.
- e) Encourage teachers to be leaders in the school and community.
- f) Provide professional development opportunities to school administrators, teachers, and other staff on the roles of parents, staff, and community members in the school improvement process.
- g) Publish an annual educational performance report designed to increase community-wide awareness and advocacy.
- h) Assist schools' PTAs, School Improvement Teams, Faculty Councils, and Student Councils in the process of developing leadership skills to improve involvement and decision-making.
- i) Provide school leadership training in group processes that encourage teachers, staff, parents/guardians, and community members to improve involvement in decision-making.
- j) Present the results report, which includes the alignment of the results in the SIP, financial information, and student achievement to the parents/guardians and community members of all schools.

Performance Goal 8

All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.

Performance Indicators for Goal 8

- 8.1 Each office in the Division of Business Services will establish benchmarks and indicators aligned with Performance Goal 8. (BCPS standard)
- 8.2 All students, teachers, and office staff will have access to technology to support student achievement, a highly qualified teaching staff, and stakeholder involvement in the educational process. (BCPS standard)
- 8.3 All schools and offices will have high-capacity computers at the ratio of:
 - One computer per five students by 2005;
 - One computer per school-based teacher, administrator, and clerical by 2006; and
 - One computer per central office administrative/supervisory and clerical staff by 2007. (BCPS standard)

Key Strategies for Goal 8

- a) Provide teachers with professional development opportunities for using and integrating technology into curriculum and instruction.
- b) Continue to have a standard platform for computer hardware and for the identification, purchase, and use of instructional software.
- c) Allocate positions to schools in an equitable and adequate manner.
- d) Allocate non-salary and grant funds to schools in an equitable manner based on rational formulas and approved qualifications.
- e) Develop systemwide 5-, 10-, and 15-year comprehensive maintenance plans based on the condition of the individual facility's profile and establish short-, mid-, and long-range solutions.

- f) Establish benchmarks for on-board time and on-time service for students eligible for transportation services.
- g) Establish benchmarks for food service operations and copy, print, and distribution services.
- h) All students will acquire and apply information through the use of educational media, including technology and media centers.



Glossary of Terms

Accuplacer is a college readiness examination that is offered to students to determine their ability to take college level courses in Baltimore County Public Schools. Accuplacer is a test used as part of the Baltimore County Public Schools College Readiness Program. The test is administered by assessors at the Community College of Baltimore County.

The results are communicated to the schools by CCBC. Students are identified in three different groups: “College ready,” “On track,” and “See counselor.” Counselors work with students to identify programs that may be beneficial to students desiring a parallel enrollment at a community college, and/or a higher-level course selection in high school.

Adequate Yearly Progress (AYP) is the growth in student achievement from year to year as measured by the Maryland School Assessment program (MSA). AYP will be determined, not only for schools and school systems, but for disaggregated data sets, e.g., gender, race/ethnicity, free/reduced meals, special education. As of December 2002, the Adequate Yearly Progress standards have not yet been established.

Advanced Placement Program (AP) represents a cooperative effort between secondary schools and colleges and universities. It is a program of introductory college-level courses for students who are willing and able to apply themselves to college-level studies during their high school years. Students who successfully complete AP courses and exams may be exempted from introductory courses by many colleges and universities.

Engaging Work is teacher-developed activities and learning experiences that encourage and motivate students to persist at the tasks needed for learning.

High School Assessments (HSA) are State-mandated tests in Algebra I, biology, geometry, English 9, and government are administered to measure student achievement in each of these subjects. The State will establish a passing standard, in the near future, which will become a graduation requirement for all students receiving a Maryland high school diploma.

Highly Qualified Teacher

A “highly qualified” teacher:

- is eligible for a Maryland State Department of Education professional teaching certificate, and
- has demonstrated, through rigorous testing or appropriate coursework, mastery of the teaching content to which the teacher has been assigned.

Highly Qualified Paraprofessional

A “highly qualified” paraprofessional:

- has completed two or more years of study at an institution of higher education; or
- has obtained an associate’s or higher degree; or
- has a high school diploma or equivalent and meets a rigorous standard of quality, demonstrating through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in

High Quality Professional Development Opportunities

Professional development opportunities are of high quality if they are sustained, intensive, content based, and classroom focused in order to have a positive and lasting impact on daily instruction, on the teacher's overall performance in the classroom, and on student achievement.

Independence Mastery Assessment Program (IMAP) is a portfolio assessment comprised of three sections. Section One describes the student and the student's school program. Section Two includes artifacts which demonstrate student achievement and progress in six areas:

- Functional Academics
- Communication/Decision Making/Interpersonal Skills
- Community
- Career/Vocation
- Recreation/Leisure
- Personal Management

Section Three contains input from the student's parent or guardian.

Students with disabilities who are learning alternate outcomes to the Maryland Content Standards and are participating in a Fundamental Life Skills curriculum that will lead to a Maryland High School Certificate will participate in the IMAP.

International Baccalaureate (IB) is a rigorous course of study at the high school level that can result in the receipt of college credit and an IB designation on the diploma.

Maryland State Assessment (MSA) is a federally-mandated assessment program in grades 3 through 8, and grade 10 which will assess student achievement as basic, proficient, or advanced in the areas of reading and mathematics. The test results will be used to determine whether schools and school systems are meeting federal/state requirements for student achievement.



Work Group Members

Christine Johns, Deputy Superintendent, Co-Chair
Merle Audette, Chief of Staff, Co-Chair
Mark Beytin, President, TABCO
Charlene Bonham, Manager, Career and Technology
Ron Boone, Executive Director, Federal and State Programs
Barbara Brinker, Representative, PSNA
Cornell Brown, Administrator, Physical Facilities
LaWanda Burwell, Supervisor, Professional Development
Gloria Collins, Vice President, BACE
John Desmone, Principal, Timonium Elementary School
Dave Evans, Supervisor, Position Control
Thomas Evans, Principal, Catonsville Middle School
Ed Fangman, Principal, Sollers Point/Southeastern Technical
Michael Franklin, Parent, President, PTA Baltimore County
Rita Fromm, Executive Director of Planning and Support Operations
Ann Glazer, Executive Director of Schools, Southeast Area
Brian Gonzalez, Principal, Perry Hall High School
Mike Goodhues, Director, Office of Budget and Reporting
Gwen Grant, Executive Director of Secondary Programs
Marcel Hall, Principal, Randallstown Elementary School
Russ Jones, Personnel Officer, Human Resources
Denise Keller, Vice President, AFSME
Bob Kemmery, Executive Director of Student Support Services
Maggie Kennedy, Parent, Coordinator, Advisory Councils
Bill Lawrence, Executive Director of Schools, Northeast Area
Doug Neilson, Chief Communications Officer, Communications
Laura Nossel, Parent, Past President, PTA Council
Penny Parker, Assistant Principal, Overlea High School
Judson Porter, Manager, Department of Technology
Michele Prumo, Coordinator, Health Services
Sarah Jeanne Sayles, Teacher, Loch Raven High School
Linda Schoenbrodt, Coordinator, Elementary Mathematics
Ghassan Shah, Planning Administrator, Strategic Planning
Jasmine Shriver, Parent, Chair, Special Education Committee, PTA Council
Susan Spinnato, Coordinator, World Languages
Paula Simon, President, CASE
John Smeallie, Director of Personnel, Human Resources
Carla Zamarelli-Clifford, Supervisor, Assessment, Research, and Testing

Editors: Carol Knepley, Doug Neilson, and Sharon Norman

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

January 14, 2003

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Gilda Hogan	Teacher	Church Lane El Tech	15.5	2-01-03
Charles Kramer	Teacher	Dumbarton Middle	33.4	1-01-03
Eugene Ruhl	Teacher	Hereford Middle	31.4	1-01-03
Mary Ruppel	Instructional Asst.	Holabird Middle	26.3	12-01-02

As of 12/19/02

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

January 14, 2003

RESIGNATIONS

ELEMENTARY – 8

Battle Grove Elementary School
Molly K. Hill, 12/18/02, 0.2 yr.

Catonsville Elementary School
Kathryn A. Borghans, 12/09/02, 2.4 yrs.

Dogwood Elementary School
John Wineberg, 01/02/03, 1.4 yr.

Edgemere Elementary School
Alison E. Forgue, 01/02/03, 0.8 yr.

Franklin Elementary School
Anne Marie B. Chelland, 12/20/02, 0.4 yr.

Hillcrest Elementary School
Erin K. O'Connor, 12/20/02, 3.4 yr.

Johnnycake Elementary School
Gaile I. Herling, 01/02/03, 0.4 yr.

Owings Mills Elementary School
Alan J. Liebowitz, 11/25/02, 0.3 yr.

SECONDARY - 9

Chesapeake High School
Carol A. Neubauer, 01/01/03, 0.4 yr.
Bree A. Purpura, 01/25/03, 0.5 yr.

Dulaney High School
Michelle L. Mondeaux, 12/13/02, 4.4 yrs.

Lansdowne High School
Honorine C. Woodward, 01/24/03, 0.4 yr.

Milford Mill Academy
Patrick S. O'Brien, 12/04/02, 0.4 yr.

Randallstown High School
Candace F. Parker, 12/20/02, 0.4 yr.

Southwest Academy
Trifinia D. Ashmon, 11/27/02, 0.3 yr.
Deborah D. Bogues, 01/17/03, 1.5 yrs.

Woodlawn Middle School
Colleen E. Ogan, 12/20/02, 0.4 yr.

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

January 14, 2003

LEAVES

CHILD REARING LEAVES

Dawn Marie Brown – Owings Mills High School (Worker-Cafeteria)*
Effective November 11, 2002 through November 11, 2003

SECOND CHILD REARING LEAVES

PATRICIA PIPER LOMBARDI – Formerly Powhatan Elementary School
Effective October 23, 2002 through June 30, 2004

UNUSUAL OR IMPERATIVE LEAVE

TRACEY A. BOER – Red House Run Elementary School (Office Assistant)
Effective August 26, 2002 through August 26, 2003

LEESA E. GREEN – Riverview Elementary School (Instructional Assistant)
Effective August 26, 2002 through August 26, 2003

JOYCE M. POWELL – Summit Park Elementary School
Effective January 13, 2003 through June 30, 2003

*Non-member Maryland State Retirement System & Pension System

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

January 14, 2003

DECEASED

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

BONITA E. MALLON

Special Education
Hawthorne Elementary School
December 28, 2002

RODRY D. WEBB

Mathematics
Milford Mill Academy
December 18, 2002

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

January 14, 2003

APPOINTMENT

NAME

MARK T. NEVINS
(Effective January 15, 2003)

(New Position)

FROM

Senior Corporate Security
Representative
Pennzoil Quaker State Company

TO

Supervisor, Investigations and
Records Management
Department of Human Resources

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 11, 2002

TO: BOARD OF EDUCATION

FROM: Joe A. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit # January 14, 2003

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

**RESOURCE
PERSON(S):** Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approve the following contract recommendations.

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

MA/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

Recommendations for Award of Contracts
Board Exhibit # January 14, 2003

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

1. Diplomas, Diploma Covers & Certificates Estimated Award Value: \$23,000
One-Year Extension
Contract #4 -412-02

A bid for the purchase and printing of diplomas, diploma covers, and certificates was issued on December 6, 2001, to seven vendors. Responses were received from two vendors. Award of contract was approved by the Board of Education on February 12, 2002.

The bid specifications were designed to provide a one -year extension of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, terms, and conditions of the original proposal for the period of January 1, 2003, through December 31, 2003.

Extension of contract is recommended to **Jostens, Inc. , Redwing, MN** , in the estimated amount of \$23,000. Funding is to be provided by the Office of Student Data.

2. Leasing Portable Modular Classrooms Estimated Annual Value: \$400,000
Five-year Contract **Estimated Award Value: \$2,000,000**
Contract #RHA -342-03

At the request of the Office of Maintenance, a five -year bid was issued on October 31, 2002, to obtain firm -fixed pricing for the lease of portable modular classrooms for use at various school sites. Solicitations were reissued to 22 vendors, and bids were received from four vendors. The initial agreement will include a *turn-key* combination of on -site foundation work, transportation to site and setting in place of units, assembly and connection of units, installation of ramps, railings, and interior and exterior lighting, fees, permits, and licensing. All units shall be in compliance with The Americans with Disabilities Act (ADA) and all federal codes, state codes, fire department regulations and codes, NFPA Life Safety Codes, and local building codes for such use. The Office of Maintenance will be responsible for providing an appropriate area to set up the unit, connection of electricity, bells, intercom, networking into the units, and the extension of any sidewalks. These specifications were developed in conjunction with the Office of Maintenance and through a pre -bid meeting.

The terms of the contract shall remain in effect through October 10, 2007. Pricing shall remain firm through August 31, 2005. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing due to increased fuel charges or material costs. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the increase/decrease in the price of fuel and/or cost of materials to the award vendor. BCPS also reserves the right to terminate the contract on any or all items, with a 30-day notice, and to re-bid.

The solicitation required the bidder to provide separate pricing for each of the following: a monthly rental price for each unit; cost of delivery of the unit to an unobscured site; cost of set-up of the unit on the site; cost of installing skirting on the units; the price for ramps, steps, and handrails to meet or exceed code; and the price for disassembly and removal of units from the site at the end of the lease. The units being provided by the bidders are existing units owned by the leasing company, and not custom-made units specifically designed as classroom space. Since the needs of the school system are impossible to predict, and since the low bidder may not have units available when needed, or in the quantity needed, the Office of Purchasing is recommending multiple awards of contract. All units will be leased for an initial period of three years, with the option without penalty to cancel the lease after six months. The Office of Purchasing is recommending that awards be made to the three companies offering the most favorable pricing based upon the computed cost of a three-year lease.

Ranking	<u>Single Classroom Units</u> Company	Cost of 3 year Lease
Primary	Resun Leasing, Inc., Edgewood, MD	\$17,766
Secondary	GE Capital Corporation, Baltimore, MD	\$22,250
Tertiary	Modular Technologies, Kingston, NC	\$22,404
No Award	Vanguard Modular Building Systems, Bel Air, MD	\$33,499

Ranking	<u>Double Classroom Units</u> Company	Cost of 3 year Lease
Primary	GE Capital Corporation, Baltimore, MD	\$27,680
Secondary	Resun Leasing, Inc., Edgewood, MD	\$28,355
Tertiary	Modular Technologies, Kingston, NC	\$34,360
No Award	Vanguard Modular Building Systems, Bel Air, MD	\$44,576

The estimated award value for this contract is \$400,000, annually, based upon historical lease of these units. Funding will be provided by the operating budgets of the Office of Maintenance and Capital Projects.

3. **Moving/Relocating Modular Classrooms** **Estimated Annual Value: \$100,000**
Five-year Contract **Estimated Award Value: \$500,000**
Contract #RHA -343-03

At the request of the Office of Maintenance, a five -year bid was issued on October 31, 2002, to qualify and select a contractor to move portable modular classrooms from one location to another location, and to set up same. This is an indefinite quantity contract with the award bidder not being guaranteed any work. Solicitations were issued to 23 vendors, and responses were received from two vendors, including one no -bid. The initial agreement will include the permits for transportation and also the actual transportation of units to the site. The unbolting of the units, loading of the units, setting in place, assembly and connection of units, installation of ramps, railings, interior and exterior lighting, fees, permits, and licensing will be the responsibility of the Office of Maintenance. Additionally, the Office of Maintenance will be responsible for providing an appropriate area to set up the unit, connection of electricity, bells, intercom, networking into the units, and the extension of any sidewalks. The specifications were reviewed and revised in conjunction with the Office of Maintenance and through a pre -bid meeting.

The terms of the contract shall remain in effect through October 10, 2007. Pricing shall remain firm through August 31, 2003. After this date, it is the award bidder's responsibility to notify the Office of Purchasing, at least 90 days in advance, of any change in pricing due to increased fuel charges. BCPS reserves the right to accept or reject a price increase within 30 days of being notified. Pricing can only be adjusted based upon the increase/decrease in the price of fuel and/or material to the award vendor. BCPS also reserves the right to terminate the contract, with a 30 -day notice, and to re -bid.

The solicitation required the bidder to provide a price for moving one unit (both halves). Phone calls to the vendors who did not bid indicated that these companies either were not interested in just transporting the trailers, or did not think they could be competitive with Equipment Transport's price because that is the subcontracting company they would call upon to do the actual move if they got the award. The Office of Purchasing is recommending that an award be made to Equipment Transport, Baltimore, MD, offering the base -bid price of \$3,281 per move. This reflects a 15 percent increase in price from the previous bid issued in 1999.

The estimated award value for this contract is \$100,000, annually, based upon historical moves of these units. Funding will be provided by the operating budgets of the Office of Maintenance and Capital Projects .

BALTIMORECOUNTYPUBLICSCHOOLS

DATE: January 14, 2003

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **Request for Increase in Contingency ñ Major Maintenance Renovation
Project at Chadwick Elementary School**

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

RESOURCE

PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical
Facilities
Richard Cassell, Administrator, Office of Engineering and Construction
E. Phillip Schied, Program Manager, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves an increase to the contingency allocation.

Request for Increase in Contingency ñ Major Maintenance Renovation Project at Chadwick
Elementary School.

Appendix I

Request for Increase in Contingency Major Maintenance Renovation Project at Chadwick Elementary School January 14, 2003

On January 29, 2002, the Board of Education approved an award of contract with McAlister Swartz, Inc. to perform the Major Maintenance Renovation Project at Chadwick Elementary School. Subsequently, the Board has reviewed and approved increases to this project for the replacement of the chiller and for the removal of unforeseen rock required to install the trench for the new water service to this building. Existing electrical code violations were identified when the ceilings were removed and must be addressed prior to the County's final approval of the project. In addition, a few minor unforeseen issues were identified due to the preparation of the project's final punch list. The contractor's cost estimates associated with the code violations and minor unforeseen conditions total \$3,873.00. The Department of Physical Facilities requests an increase in the project contingency in the amount of \$5,000.00 to cover the costs associated with this work. Final contingency for the project, provided this requested increase is approved, will equal \$96,630.00 or approximately 5.3% of the total contract award of \$1,832,600.00.

Funding for this increase contingency allocation is available through Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Krempel, Ph.D.
Executive Director



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 14, 2003

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **Revised FY 04 State and County Capital Budget Request**

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

**RESOURCE
PERSON(S):** Barabra Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

That the Board of Education members approve the revised FY 2004 County and State Capital Budget recommendations.

* * * * *

At the October 10, 2002 Board meeting, the Board approved the original FY 2004 County and State Capital Budget request. In subsequent negotiations with the State, the projected amounts were revised to better align with State funding requirements.

This revised request has been reviewed and appealed with the Interagency Committee of the State. This appeal and the final recommendation are included in attachment II and III.

Attachment I – Revised Capital Budget Request
Attachment II – IAC Recommendation Letter
Attachment III – BCPS & BC Appeal Letter to the IAC

FY 04 Capital Budget - State & County Summary
Revised Request
Compiled by the Office of Budget & Reporting
December 20, 2002

Miscellaneous Projects		State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Milford Mill Planning (Note #1)		\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -
Kitchen Exhaust Systems - 2 Schools		-	-	120,000	120,000	-
Windsor Mill MS - Construction		6,700,000	-	18,100,000	24,800,000	12,550,000
Carver Theatre Arts Center (Note #2)		1,700,000	-	2,250,000	3,950,000	2,250,000
Americans with Disabilities Act		-	-	400,000	400,000	400,000
Subtotal		\$ 8,400,000	\$ -	\$ 21,020,000	\$ 29,420,000	\$ 15,200,000

	Original Con. Date	State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Major Maintenance (Note #3)						
Dumbarton MS - Systemic Renovation	1956	2,162,000	-	4,185,000	6,347,000	-
Sparrows Point MS - Systemic Renovation	1956	3,494,000	-	6,865,000	10,359,000	-
Sudbrook Magnet MS - Systemic Renovation	1956	2,945,000	-	5,681,000	8,626,000	-
Arbutus MS - Systemic Renovation	1958	2,484,000	-	4,155,000	6,639,000	-
Middle River MS - Systemic Renovation	1959	275,000	-	2,023,000	2,298,000	-
Ridgely MS - Systemic Renovation	1960	3,794,000	-	6,400,000	10,194,000	-
Southwest Academy MS - Systemic Renovation	1960	1,856,000	-	3,659,000	5,515,000	-
Design Funding for FY 06 Projects		-	-	2,160,000	2,160,000	-
ADA Phase I Renovations		-	-	1,705,000	1,705,000	-
MS Cafeteria - Modernization/Code Updates		-	-	1,000,000	1,000,000	-
Western Tech. HS - Boiler Replacement	1969	300,000	300,000	300,000	600,000	-
Seneca ES - Boiler Replacement	1963	225,000	225,000	225,000	450,000	-
Subtotal		\$ 17,535,000	\$ 525,000	\$ 38,358,000	\$ 55,893,000	\$ 40,375,000

Note: Interagency Committee recommendation as of December 12, 2002.

Science Lab Renovations	State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Chesapeake HS	388,000	388,000	467,000	855,000	-
Eastern Tech HS	201,000	201,000	243,000	444,000	-
Woodlawn HS	66,000	66,000	81,000	147,000	-
Pikesville HS	707,000	707,000	850,000	1,557,000	-
Randallstown HS	772,000	-	927,000	1,699,000	-
Perry Hall HS	1,053,000	-	1,263,000	2,316,000	-
Loch Raven HS	731,000	-	879,000	1,610,000	-
Lansdowne HS	94,000	-	113,000	207,000	-
Subtotal	\$ 4,012,000	\$ 1,362,000	\$ 4,823,000	\$ 8,835,000	\$ 2,000,000

Site Improvements	State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Miscellaneous Site Improvements	-	-	1,042,000	1,042,000	-
Featherbed Lane ES - Road Improvements	-	-	225,000	225,000	-
Sparrows Point HS - Track	-	-	300,000	300,000	-
Deep Creek ES - Parking Lot	-	-	220,000	220,000	-
Deer Park ES - Parking Lot	-	-	170,000	170,000	-
Pot Spring ES - Parking Lot	-	-	30,000	30,000	-
Hillcrest ES - Parking Lot	-	-	130,000	130,000	-
Wabash Bus Yard	-	-	500,000	500,000	-
Lansdowne HS - Bus Loop	-	-	175,000	175,000	-
Victory Villa ES - Resurfacing	-	-	150,000	150,000	-
Patapsco HS - Concrete Steps	-	-	25,000	25,000	-
Fifth District ES - Concrete Steps	-	-	30,000	30,000	-
Halethorpe ES - Curb Apron	-	-	5,000	5,000	-
Colgate ES - Resurfacing	-	-	75,000	75,000	-
Woodbridge ES - Resurfacing	-	-	80,000	80,000	-
General John Stricker MS - Resurfacing	-	-	100,000	100,000	-
Relay ES - Resurfacing	-	-	70,000	70,000	-
Middle River MS - Resurfacing	-	-	120,000	120,000	-
Subtotal	\$ -	\$ -	\$ 3,447,000	\$ 3,447,000	\$ 2,500,000

Roof Replacements	(Years)	State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Sparrows Point HS	1987	788,000	788,000	1,147,000	1,935,000	-
Berkshire ES	1986	193,000	192,000	280,000	473,000	-
Subtotal		\$ 981,000	\$ 980,000	\$ 1,427,000	\$ 2,408,000	\$ 8,000,000

Fuel Tank Replacements	State Request	State IAC Recommendation	County Request	Total Request	Original County Adopted Budget
Fuel Tank Replacements - Various Sites	-	-	1,800,000	1,800,000	-
Subtotal	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000

Total	\$ 30,928,000	\$ 2,867,000	\$ 70,875,000	\$ 101,803,000	\$ 69,875,000
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Reallocation of previously funded projects (Note #4)	\$ 1,000,000
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Total County Budget with Reallocation	\$ 70,875,000
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Notes:

1. Milford Mill planning funds are for the design to help alleviate overcrowding in the cafeteria.
2. \$250,000 was previously allocated for design in FY 02.
3. Funds are included in the multi-systemic projects at seven middle schools to bring ADA accessibility up to Baltimore County code requirements.
4. Includes \$1,000,000 reallocated from previous science room renovation projects.



PARRIS N. GLENDENING
GOVERNOR

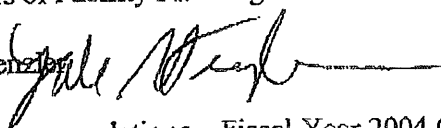
STATE OF MARYLAND
PUBLIC SCHOOL CONSTRUCTION PROGRAM
200 W. BALTIMORE STREET
BALTIMORE, MARYLAND 21201
410-767-0610

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION

December 13, 2002

YALE STENZLER
EXECUTIVE DIRECTOR
NANCY S. GRASMICK
CHAIRPERSON

TO: Superintendents of Schools
Local Government Officials
Directors of Facility Planning

FROM: Yale Stenzler 

SUBJECT: IAC Recommendations – Fiscal Year 2004 CIP

The Interagency Committee on School Construction met on December 12, 2002 to review and act upon the staff recommendations for the Fiscal Year 2004 Public School Construction Capital Improvement Program. They considered the written material submitted from twenty-one (21) school systems appealing the staff recommendations. Requests for funding in FY 2004 total approximately \$310 million. At the end of the meeting, the Committee reviewed and discussed the material and information presented. They approved a capital improvement program as summarized below which will be recommended to the Board of Public Works for approval.

The FY 2004 CIP totals \$78.5 million subject to the submission of the Governor's capital budget in January and legislative approval. The funding is anticipated as follows: a new bond authorization of \$76.1 million and funds from the Stadium Authority in the amount of \$2.4 million.

The Committee's recommendations for your school system are shown on the attachment. Projects submitted for approval in the FY 2004 CIP are shown in the code column with the letter "A," those with the letter "B" are deferred due to fiscal constraints, those with the letter "C" are deferred based on outstanding questions or concerns, and those with the letter "D" are denied as ineligible.

The projects recommended for approval in the state-wide program for FY 2004, by category are shown below:

Construction projects (22 projects)	-	\$ 39,041,000
Systemic Renovations (60 projects)	-	19,464,000
LOOK OF THE FUTURE (High School Science projects) (4 project)	-	1,362,000
Relocatable Classrooms (3 projects-movement of 9 classrooms)	-	131,000
Contingency (FY 2004)	-	18,502,000
TOTAL		\$ 78,500,000

Memorandum
December 13, 2002
Page Two

The Committee has also recommended only three (3) projects for planning approval. These projects are shown with "LP" in the "ALLOC" column.

The recommendations of the Committee can be appealed before the Board of Public Works on January 22, 2003. A hearing has been scheduled at the State House in Annapolis at 10:00 a.m. If you plan to make an appeal, please contact Ms. Sheila McDonald, Secretary of the Board of Public Works, in writing, by January 14, 2003 and send a copy of your letter to us. Your letter must identify the projects that will be appealed. The address of the Secretary of the Board of Public Works is:

Ms. Sheila McDonald
Board of Public Works
State Treasury Building
Annapolis, MD 21401
Telephone: (410) 260-7335
FAX: (410) 974-5240

The time for your appeal will be scheduled on or before January 15, 2003. Each school system will be limited to a total of 10 minutes for all speakers in support of the appeal. Please bring ten (10) copies (three-hole punched) of your written testimony.

If you have any questions concerning this material, please contact us.

YS:sdl

Enclosure

**ABC Report
(Baltimore FY 2004)**

PRI #	PROJECT	TYPE	LEA REQ. \$	CODE	ALLOC \$	SORT ITEMS
1	Milford Mill Academy - Addition	LP	\$0	B		PFA
2	Windsor Mill M - New	LP	\$0	C		
3	Carver Center Arts/Tech - Addition	LP	\$0	C		PFA
4	Sparrows Point H - Roof	SR	\$670	A	\$788	PFA
5	Berkshire E - Roof	SR	\$171	A	\$192	PFA
6	Western School of Tech - Boilers	SR	\$300	A	\$300	PFA
7	McCormick E - Boilers	SR	\$225	A	\$225	PFA
8	Dumbarton M - MSR	SR	\$2,119	C		PFA
9	Sparrows Point M - MSR	SR	\$3,694	C		PFA
10	Sudbrook Magnet M - MSR	SR	\$2,683	C		PFA
11	Arbutus M - MSR	SR	\$2,250	C		PFA
12	Middle River M - MSR	SR	\$372	C		PFA
13	Chesapeake H - Science	C	\$388	A	\$388	PFA
14	Eastern Tech H - Science	C	\$201	A	\$201	PFA
15	Woodlawn H - Science	C	\$66	A	\$66	PFA
16	Ridgely M - MSR	SR	\$3,846	C		PFA
17	Southwest Academy - MSR	SR	\$1,656	C		PFA
18	Pikesville H - Science	C	\$707	A	\$707	PFA
19	Randallstown H - Science	C	\$772	B		PFA
20	Perry Hall H - Science	C	\$1,053	B		PFA
21	Loch Raven H - Science	C	\$731	B		PFA
22	Lansdowne H - Science	C	\$94	B		PFA Hot Spot
23	Windsor Mill M - New	C	\$6,700	C		
24	Carver Center Arts/Tech - Addition	C	\$2,500	C		PFA
			\$31,198		\$2,867	

BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

December 11, 2002

Members of the Interagency Committee
Public School Construction Program
200 W. Baltimore Street
Baltimore, MD 21201

Dear Lady and Gentlemen:

We welcome the opportunity to present you with Baltimore County's request for fiscal year 2004. The Baltimore County Public School System is dedicated to providing a quality, comprehensive educational program that meets the needs of our increasingly diverse student population. Unquestionably, the foundation for improved student achievement is quality instruction, and the impact of the learning environment is immense. Such issues as technology, class size, and climate have a critical affect on successful student and teacher performance. Our request totals \$30.9 million, to which you have committed funding of only \$1.5 million. Needless to say, we are disappointed in the total funding available but we are confident you will increase this based on the additional information we have provided.

We want to continue our renovation program of science classrooms in our high schools, which are programmatic-based renovations. Quality science classrooms are a critical need for our students to achieve in today's increasingly technologically driven workforce. These renovations will include instructional enhancements and safety related improvements. Our request includes \$4 million for the work to be completed in eight high schools. If all of these projects are funded, it will complete our science classroom renovation program.

Other needs are related to the fact that our schools are older and in need of major renovation work to ensure the safety and comfort of our students and teachers. Our goal is to not only replace and repair basic items such as heating and electrical systems, boilers and roofs, but to also bring technology into the classrooms that will enable our students to achieve to their fullest potential and compete in the new economy. In addition, the federal initiative "No Child Left Behind" requires teachers to have significantly increased access to student data systems. Our Systemic Renovation Program is in the final stages of completing work at the elementary Schools. Now our focus turns to the middle schools. Currently we have funding in place for the first five schools and have begun work. We must continue to aggressively push for these improvements. We would like to ask you to consider funding some portion of the systemic renovations at the seven middle schools. This work includes replacing the HVAC systems, ceilings, lighting and water systems, as well as installing sprinklers and new

windows. These schools are all 42 to 46 years old and need substantial improvements as soon as possible.

We are greatly concerned that the Staff's recommendation to not fund any of Baltimore County's proposed middle school renovation projects runs counter to our understanding of how the County would proceed from the outset of our system-wide renovation program. We believe that Dr. Grasmick participated in discussions with then County Executive Ruppertsberger in this regard. As a result of these discussions, the IAC agreed to support the County's multi-year effort to renovate its schools without requiring programmatic enhancements that, while desirable, would have significantly delayed basic repairs at other schools.

With the generous support of the State, the County has renovated or is in the process of renovating 98 elementary schools and is completing design on five middle schools. The County's request for FY 2004 reflected a continuation of this initiative for the next seven middle schools. We understand, however, that the Staff of the Public School Construction Program has not recommended State funding for any of the County's FY 2004 middle school projects because of failure to include programmatic enhancements. If the Staff had not chosen this tack, it is likely that at least several of the projects would be on the recommended list. Given the possibility of sharply reduced State funding, it is critical that the County not be unfairly penalized in the first list of projects that the IAC submits to the Board of Public Works.

Our request for planning and funding for Windsor Mill Middle School is essential to relieve overcrowding in the Northwest and Southwest areas of the county. By 2005, the four schools contiguous to the Windsor Mill site will be almost 500 students over the State rated capacity. Currently we have 375 students in 15 relocatables at these schools. We must secure funding this year to move forward with this much needed school.

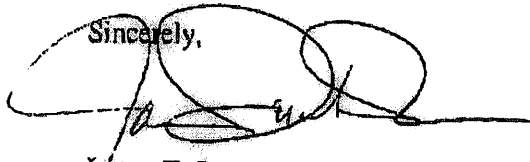
Our request also includes planning and funding for the Carver Center auditorium. Carver Center for the Arts & Technology is a model performing arts high school that is only one of two high schools in Baltimore County that do not have an auditorium. This addition would significantly enhance the school's ability to deliver quality performing arts performances and artistic exhibits, as well as being a welcome addition to the community.

Members of the Interagency Committee
Public School Construction Program
December 11, 2002
Page 3

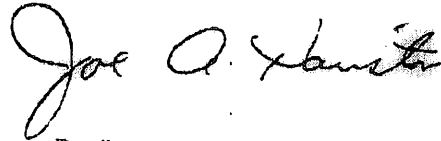
We want to thank you and your staff for the support given to our other requests to replace two roofs and replace two boilers. These improvements will help provide our students with a safer environment to encourage student achievement.

We know that this year is a particularly difficult one, financially, for the State of Maryland and local jurisdictions. It is our hope that you will consider Baltimore County's request for the necessary full \$31.2 million and act with diligence and fairness.

Sincerely,



James T. Smith
County Executive



Dr. Joe A. Hairston
Superintendent

cc: J. Robert Haines, Deputy Superintendent
Donald Krempel, Executive Director, Physical Facilities
Barbara Burnopp, Executive Director, Fiscal Services