

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Wednesday, September 6, 2006  
5:30 P.M.-Closed Session, 7:30 P.M.-Open Session  
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA  
Consideration of the agenda for September 6, 2006
- IV. MINUTES  
Consideration of the Retreat on August 5, 2006 Exhibit A
- V. SPECIAL ORDER OF BUSINESS – Resolution to County Executive James T. Smith, Jr.
- VI. ADVISORY AND STAKEHOLDER GROUPS
- VII. SUPERINTENDENT’S REPORT
- VIII. SPECIAL ORDER OF BUSINESS – Presentation of Governor’s Commission to Meg O’Hare, H. Edward Parker, Jr., and Peter Bacon (Mr. Arnold)
- IX. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM August 22, 2006 (Dr. Peccia)
- X. OLD BUSINESS
  - A. Consideration of Proposed Changes to Policy 1400 (3130) (third reading) (Ms. Burnopp)  
Exhibit B
  - B. Consideration of Proposed Changes to Policy 3209 (third reading) (Ms. Burnopp)  
Exhibit C
  - C. Consideration of Proposed Changes to Policy 3225 (third reading) (Ms. Burnopp)  
Exhibit D
- XI. REPORTS
  - A. Report on Opening of Schools (Ms. Fromm)  
Exhibit E
  - B. Woodlawn Middle School Update (Dr. Rodriguez/Mr. Scriven)  
Exhibit F

XII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Dr. Peccia)

1. Retirements Exhibit G
2. Resignations Exhibit H
3. Leaves of Absence Exhibit I
4. Administrative Appointments Exhibit J
5. Advisory Council Appointments Exhibit K

B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)  
Exhibit L

1. Contract Modification: Special Education Therapy Services
2. Contract Modification: 100 Book Challenge
3. 100 Book Challenge Consultant
4. Mail Processing Equipment
5. Naglieri Non-Verbal Assessment
6. Water Coolers and Bottled Water
7. Contract Modification: Renovations – Pikesville Middle School
8. Contract Modification: Site Construction Package 2B (Final Grading) – Windsor Mill Middle School
9. Contract Modification: Above-Ground Electrical 16-B Construction Contract – Windsor Mill Middle School
10. Windows and Blinds Replacement – Grange Elementary School
11. Movement of State-owned Relocatable Classroom Units

E. Consideration of the Memorandum of Understanding for the 2006-2007 SRO Program (Mr. Rauenzahn)  
Exhibit M

XIII. INFORMATION

A. Revised Superintendent's Rule 3209 – Purchasing Principles Exhibit N

B. Revised Superintendent's Rule 3225 – Furniture, Fixtures, and Equipment Exhibit O



**TENTATIVE MINUTES****REPORT OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY  
RETREAT**

Saturday, August 5, 2006

The Board of Education of Baltimore County, Maryland, met in open session for retreat on Saturday, August 5, 2006, at 10:00 a.m. at Greenwood. President Donald L. Arnold and the following Board members were in attendance: Ms. Frances A. S. Harris, Dr. Warren C. Hayman, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Ms. JoAnn C. Murphy, Ms. Mary Margaret O'Hare, Mr. Joseph J. Pallozzi, Mr. H. Edward Parker, Jr., and Mr. Peter Bacon. In addition, Dr. Joe A. Hairston, Superintendent of Schools; J. Robert Haines, Esq., Deputy Superintendent of Business Services; Ms. Rita Fromm, Chief of Staff; Dr. Donald A. Peccia, Assistant Superintendent of Human Resources and Governmental Relations; Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent; Ms. Kara Calder, Chief Communications Officer; Dr. Alpheus Arrington, Director of Teacher Personnel; and Ms. Brenda Stiffler, Administrative Assistant to the Board, representatives of community, county, and employee association groups were present.

Mr. Arnold reviewed the Board's self-evaluation form focusing on the prior year's goals. Mr. Arnold asked Board members to review the prior year goals and rate the Board's progress on those goals. He asked that the completed forms be given to Ms. Stiffler by August 14, 2006.

Next, Mr. Arnold distributed the Board Norms, which were established in September 2003, and the framework of how the Board operates. Mr. Arnold stated that the Board reviews the Norms on an annual basis.

**ADMINISTRATIVE APPOINTMENT SELECTION PROCESS**

Prior to the presentation, Margaret-Ann Howie, Esq., Legal Counsel to the Superintendent, reviewed the *Education Annotated Code* regarding appointment of staff. Ms. Howie noted the Superintendent recommends staff members and the Board approves those recommendations. She shared the history of Superintendent's Rule 4117.1 and the Superintendent's authority regarding assignment of personnel.

Through a PowerPoint™ presentation, Dr. Donald Peccia, Assistant Superintendent of Human Resources and Governmental Relations, and Dr. Alpheus Arrington, Director of Teacher Personnel, reviewed the appointment process for central office administrators and principals/assistant principals:

- Phase I – Announcement of Vacancy
- Phase II – Screening of Candidates
- Interview Process
- Next steps to define and improve the process

J. Robert Haines, Esq., Deputy Superintendent of Business Services, noted that Human Resources' role is to ensure that data is available and that all candidates are qualified.

In a round-robin discussion, Board members reviewed:

- Analyzing the strength of a candidate
- Distribution of resources in schools and special programs
- Effectiveness of an administrator
- Incentives
- Candidate Pool
- Subjectiveness of selection process
- Professional development

Mr. Arnold announced a brief lunch break at 12:30 p.m.

Dr. Hayman exited the retreat at 12:35 p.m.

#### SUPERINTENDENT'S PRIORITIES FOR 2006-2007

At 12:50 p.m. Dr. Hairston reviewed his priorities for the 2006-2007 school year, which were presented at the Principals' Academy in June. Those priorities included:

- Student Achievement
  - Emphasis on Science, Technology, Engineering, and Math
  - Achievement Gap
  - AVID Program
- Resource Management
  - Facilities, Maintenance, Construction, Land Acquisition
- Human Resources
  - Staffing, Recruitment, Retention, Development
- Communication and Marketing
  - Internal and External
- Fiscal Management
  - Improve funding for the maintenance of our schools
- Information Technology
  - Remain current with trends, concepts, and use of technology

Mr. Haines distributed the Assistant Principal Training notebook to Board members for their review. Mr. Haines reviewed the business services model, organizational charts, and quick-ready reference of service provided by specific departments.

Next, Dr. Hairston disseminated the top level organization chart and a draft of the Division of Curriculum and Instruction. Dr. Hairston noted he will make a brief presentation to the Board at its August 22<sup>nd</sup> meeting with a Board vote to be taken at that meeting.

BOARD GOALS FOR 2006-07

Next, the discussion focused on the Board's goals for the upcoming year. Mr. Arnold asked Board members to review the Board's focus areas from the prior year and the Superintendent's priorities for 2006-2007, and complete and return the form to Ms. Stiffler by August 21<sup>st</sup>.

Mr. Arnold distributed the Board Ad Hoc and Standing Committee Members list from the prior year. Board members were requested to review the committees they were currently on and adjust accordingly by priority. Mr. Arnold will make the appropriate changes and disseminate.

Mr. Arnold recommended adding a Strategic Planning Committee to look at how the school system will handle future growth.

Then, Mr. Arnold reviewed constituent group dinners from previous years. Board members commented on possible dinners this year on Board meeting nights and non-Board meeting nights.

Ms. Harris requested a breakdown of the Board's operating budget for FY2007.

The retreat concluded at 2:41 p.m.

Respectfully submitted,

---

Joe A. Hairston  
Secretary-Treasurer

bls

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 1400 – COMMUNITY RELATIONS: RELATIONSHIPS WITH PRIVATE BUSINESS FOR PURPOSE OF PROVIDING PRODUCTS OR SERVICES TO PUPILS**

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

**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer  
Phyllis Bailey, Executive Director, Special Programs PreK-12

**RECOMMENDATION**

That the Board of Education approve revisions to Policy 1400 – COMMUNITY RELATIONS: Relationships with Private Business for Purpose of Providing Products or Services to Pupils. It is recommended that the policy be moved to the 3000 series, as outlined in the attached policy analysis. This is the third reading of this policy.

\* \* \* \* \*

- Attachment I – Policy Analysis 1400 (New Policy 3130)
- Attachment II – Policy 1400 (New Policy 3130)

**BOARD OF EDUCATION OF BALTIMORE COUNTY**

Policy Analysis for Proposed New Policy 3130

Non-Instructional Services: Fiscal Services

Accounting and Cash Management: School Activity Funds – Relationships with Private Business for Purpose of Providing Products or Services to Students

Statement of Issues Addressed By the Proposed Policy

This policy addresses the parameters of purchasing relationships entered into between schools and private businesses providing products for students. It is suggested that this policy be moved from the 1000 series to the 3000 series with other financial policies intended for schools. Changes to the policy are minor, but include references to the Board's Ethics Code.

Cost Analysis and Fiscal Impact on School System

No impact.

Relationship to Other Board of Education Policies

Relationships with vendors are also addressed in other Board policies and in the Ethics Code.

Legal Requirement

None.

Similar Policies Adopted by Other School Systems

Most other policies reviewed address purchasing rules and ethics, but do not specifically address school purchasing. Harford County Public Schools has a policy that addresses similar issues.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

Updating the policy but leaving in the current location in the 1000 series.



[COMMUNITY RELATIONS] NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES

ACCOUNTING AND CASH MANAGEMENT: SCHOOL ACTIVITY FUNDS - Relationships with Private Business for Purpose of Providing Products or Services to [Pupils] STUDENTS

The Board of Education, or an individual school, may enter into a relationship with a private business firm for the purpose of providing desirable products or services for [pupils] STUDENTS.

Any profit accruing to a school in the course of such business shall be secondary to the prime purpose of providing only those products or services which are deemed to be desirable in relation to the school program. All such profit shall be applied to school activities which directly benefit [pupils] STUDENTS. All such business arrangements in an individual school shall be approved by the principal.

THE COMPETITIVE NATURE OF PUBLIC PURCHASING AND THE EFFICIENT USE OF PUBLIC FUNDING REQUIRES THAT ETHICAL STANDARDS BE INCORPORATED INTO ALL PURCHASING FUNCTIONS. ACCORDINGLY, ALL EMPLOYEES AND VOLUNTEERS, SEEKING RELATIONSHIPS WITH PRIVATE BUSINESSES, ARE SUBJECT TO THE BOARD OF EDUCATION'S ETHICS CODE POLICIES.

Specific examples of permissible sales of products or services purchased from selected suppliers would be the following:

1. School jewelry, pennants, [tee shirts,] SPIRIT APPAREL, yearbooks, caps and gowns, invitations, name cards, and other class accessories
2. [Stationery and other s] School supplies [needed by pupils in their school work] WHICH SUPPORT THE CURRICULAR PROGRAM AS SOLD IN SCHOOL STORES
3. Pictures taken of [children] STUDENTS, individually or in groups.

[Also see the statements on fund raising in the rule "Relationship with PTA" and the policy "Use of School Facilities" in this series.]

RELATED POLICIES: POLICY 1300, USE OF SCHOOL FACILITIES  
POLICY 8360 (AND ALL POLICIES WITHIN THIS  
SUBSERIES) - ETHICS CODE

Policy  
Adopted: 10/9/69  
Edited: 6/12/79  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 3209 – NON-INSTRUCTIONAL SERVICES:  
PURCHASING PRINCIPLES**

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

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

**RECOMMENDATION**

That the Board of Education approve revisions to Policy 3209 – NON-INSTRUCTIONAL SERVICES: Purchasing Principles. This is the third reading of this policy.

\* \* \* \* \*

- Attachment I – Policy Analysis 3209
- Attachment II – Policy 3209

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
Policy Analysis for Proposed Revision to Policy 3209:  
NON-INSTRUCTIONAL SERVICES: Purchasing Principles

Statement of Issues Addressed By the Revised Policy

The proposed revisions to Policy 3209 will clearly align the system's procurement function with the board's ethics code policies. Additionally, unnecessary legal references have been deleted.

Cost Analysis and Fiscal Impact on School System

No fiscal impact

Relationship to Other Board Policies

Clearly aligns policy with Board of Education series 8000.

Legal Requirement

None

Similar Policies Adopted by Other School Systems

We reviewed policies of Montgomery County, Anne Arundel County, Harford County, Howard County, Fairfax, and Prince William County local education agencies which all have similar policies.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

No other alternatives were appropriate.

**NON-INSTRUCTIONAL SERVICES: Purchasing Principles**

Each school within the Baltimore County Public Schools, as well as each Board member, employee, or volunteer, has a right and a responsibility to attempt to secure high-quality instructional and support materials and services for students. In doing so, those involved will be dealing with suppliers, manufacturers, contractors, and others doing business with the school system.

THE COMPETITIVE NATURE OF PUBLIC PURCHASING AND THE EFFICIENT USE OF PUBLIC FUNDING REQUIRES THAT ETHICAL STANDARDS BE INCORPORATED INTO ALL PURCHASING FUNCTIONS. ACCORDINGLY, ALL [No] Board memberS, employeeS, [or] AND volunteerS of the school system ARE SUBJECT TO THE BOARD OF EDUCATION’S ETHICS CODE.[will, at any time or under any circumstances, accept for personal use or gain--either directly or indirectly-- gifts, gratuities, or commissions from any person, vendor, bidder, contractor or business entity which renders services or does business with the Baltimore County Public Schools.]

It is the responsibility of the Office of Purchasing to ESTABLISH PROCEDURES TO ENSURE THE [be accountable for establishing, updating, and monitoring policies and procedures that ensure the] ethical integrity of THE PROCUREMENT PROCESS [its staff, its users (schools and offices) as well as its successful bidders and contractors, potential bidders and contractors, and those individuals involved--directly or indirectly-- in the conduct of business with the school system].

[Legal References:           Annotated Code of Maryland, Education Article §5-1102 Bids; and §7-106 Textbooks, Materials of Instruction and Supplies]

[Also see]

RELATED POLICIES:    BOARD OF EDUCATION Policy 3200, Purchases from Minority and Small Business Enterprise;  
                              BOARD OF EDUCATION Policy 7460, Purchases from Minority Businesses;  
                              BOARD OF EDUCATION POLICY SERIES 8000, INTERNAL BOARD OPERATIONS, SUB SERIES 8360, ETHICS CODE

[Department of Business Services Manual, Office of Purchasing, Policies OP 4002.2 and 4002;3; and Policy Series 8000, Ethics Code.]

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

Policy  
Adopted: 10/8/06  
REVISED:

Board of Education of Baltimore County

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 3225 – NON-INSTRUCTIONAL SERVICES:  
PURCHASING – FURNITURE, FIXTURES, AND EQUIPMENT**

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

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

**RECOMMENDATION**

That the Board of Education approve revisions to Policy 3225 – NON-INSTRUCTIONAL SERVICES: Purchasing – Furniture, Fixtures, and Equipment. This is the third reading of this policy.

\* \* \* \* \*

- Attachment I – Policy Analysis 3225
- Attachment II – Policy 3225

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
Policy Analysis for Proposed New Policy 3225 and Rule 3225  
**NON-INSTRUCTIONAL SERVICES: Purchasing; Furniture, Fixtures &  
Equipment**

Statement of Issues Addressed By the Proposed Policy

The policy is slightly updated for current language.

Cost Analysis and Fiscal Impact on School System

No impact.

Relationship to Other Board of Education Policies

It is suggested that the reference to the Board policy on inventory be eliminated.

Legal Requirement

Similar Policies Adopted by Other School Systems

FF&E applies to all school systems though implementation may vary.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

None



NON-INSTRUCTIONAL SERVICES: Purchasing

Furniture, Fixtures, and Equipment – New School Projects, Renovations or Additions

The Superintendent [of Schools] shall establish administrative procedures for the selection, purchase, and installation of furniture, fixtures, and equipment for new school projects, building renovations, or additions. These procedures shall conform to applicable state and local laws and regulations, and shall support the educational, functional, and architectural requirements and design of the school program.

Policy  
Adopted: 9/25/69  
Revised: 7/13/99  
Revised: 6/10/03  
REVISED:

Board of Education of Baltimore County

## **SCHOOL OPENING REPORT**

### **Executive Summary 2006-2007**

The opening of schools in Baltimore County on August 28, 2006 was highly successful. Staff in the offices of the Area Assistant Superintendents, the Division of Curriculum and Instruction, and the Division of Business Services universally recorded smooth operations, equipment and materials in place, clean buildings and grounds, faculty and staff ready, and enthusiastic about the new school year.

#### ***Enrollment***

Overall, enrollment on opening day was 103,277 students, or 96.5% of our projected enrollment of 107,063; a difference of 3786 students. On any area-by-area basis, actual enrollment on opening day varied from 94.2% of projection to 98.4% of projection.

#### ***Staffing***

During the summer months, the Department of Human Resources hired over 900 teachers and on opening day had filled all but 6.7 teaching positions. The remaining vacancies are in special education (2.0), world languages (1.2), vocational education (2.0), physical education (0.5), auxiliary services (1.0). Vacancies in support service positions, including bus drivers, food service workers, paraeducators, maintenance and operations staff, clerical staff, and supervisory and technical positions, totaled 194. Despite these vacancies, on opening day, all 814 bus routes were operated as planned, and approximately 44,000 meals were prepared and served as expected.

#### ***Instructional Readiness***

In conjunction with staffing and hiring efforts, instructional readiness was realized through a variety of initiatives and activities.

- Title I services are in place in 2 additional elementary schools, bringing the total number of Title I schools to 52. 183 eligible students applied for and accepted transfers for the 2006-2007 school year. 130 students whose transfer options were approved in past years are expected to attend their same schools in 2006-2007.
- Instructional materials to support the implementation of the new *Language!* program are in place as are material and textbooks for the new K-5 math program and the *Algebraic Thinking* program for middle school students.
- Chesapeake High School is ready for the implementation of the new Science, Technology, Engineering, and Mathematics (STEM) Academy and Grade 9 STEM courses are being offered at 24 sites.
- AVID is in place in five additional high schools, bringing the total number of participating schools to 20.
- Full-day kindergarten has been expanded to 10 more schools.

Over the summer months, professional development workshops were provided for both new teachers and veteran staff. Nearly 400 new computers were delivered to Career and Technology labs at 10 schools and installed by opening day. The Department of Student Support Services has processed 1,355 non-resident applications, 2,264 new Shared Domicile Applications, and 33 Special Transfer requests. A total of 2,327 of those applications have been approved, 310 have been denied, and 116 applications are pending.

***Facilities***

Building readiness in each area also supported and enhanced instructional readiness. During the summer months, staff in the Department of Physical Facilities completed nearly 1500 building and grounds work orders. As a result, all schools and centers opened on time, clean, and ready to receive teachers and students.

In addition to managing 77 capital construction projects in progress throughout the county, the Department of Physical Facilities completed construction of Windsor Mill Middle School and the new building opened on schedule and on budget. Enrollment at the new school is well within the state-rated capacity of 720.

Providing students with the opportunity to receive a quality education is a joint and collaborative effort. The smooth start to the 2006-2007 school year may be attributed to the enthusiasm and energy evident among students and staff and the continuing support of our parents and stakeholders.



# **SCHOOL OPENING REPORT AND HIGHLIGHTS**

**2006 – 2007**

**BCPS SYSTEM**



# SYSTEM ENROLLMENT AS OF AUGUST 28, 2006

Elementary	47,928	45,972	-1,956	95.9%
Middle	24,115	23,473	-642	97.3%
High	33,937	33,020	-917	97.3%
Special	456	392	-64	86.0%
Alt	627	420	-207	67.0%
<b>TOTAL</b>	<b>107,063</b>	<b>103,277</b>	<b>-3,786.00</b>	<b>96.5%</b>



# AREA ENROLLMENT AS OF AUGUST 28, 2006

Description	Projected	Actual	Difference	Percent
Southwest	20,559	19,362	-1,197	94.2%
Northwest	23,223	22,292	-931	96.0%
Central	21,451	20,899	-552	97.4%
Northeast	24,104	23,710	-394	98.4%
Southeast	17,492	16,666	-826	95.3%
<b>TOTAL</b>	<b>106,829</b>	<b>102,929</b>	<b>-3,900.00</b>	<b>96.3%</b>



# PERSONNEL

## Hired as of August 28, 2006:

- 939 teachers to fill 890.68 FTE teaching positions.
- 368 support services positions that include Supervisory and Technical positions, Instructional Assistants, Clerical, Bus Drivers, Food and Nutrition, Facilities Services, and Trade positions.



# PERSONNEL VACANCIES

As of August 28, 2006:

- 6.7 Teaching positions were vacant:
  - Current vacancies exist in the areas of auxiliary services (1.0), physical education (0.5) special education (2.0), vocational education (2.0), and world languages (1.2).
- 194 Support Services positions were vacant: Paraeducators, Clerical, Bus Drivers, Food and Nutrition, Facilities Services, Trade, and Supervisory and Technical positions.





# TITLE I

As of August 28, 2006:

- 257 teachers were hired in Title I schools.
- Only two (2) newly hired teachers in core subject and special education areas are presently conditional.
- Both are projected to be “highly qualified” when out-of-state teaching certificates or Praxis scores are received.

This number represents an improvement over last year when 5 conditional teachers were hired in Title I schools as reported in the September 6, 2005 Opening School Report.



# TITLE I

- As of August 28, 2006, of the 33 paraeducators newly hired for Title I schools, 100% are “highly qualified” as defined by NCLB. Existing paraeducators who have been working in Title I schools will attain their “highly qualified” status by June 30, 2007.
- Twenty FTE resource teachers support enhanced implementation of the Catalyst Gifted and Talented Program in all Title I elementary schools.
- Ten FTE reading teachers support enhanced implementation of the *Language!* program in all Title I middle schools.



# TITLE I

- 52 schools are receiving Title I services:
  - 40 elementary, 9 middle, and 3 special schools.  
(One additional middle and one additional elementary school were added this year)
- 183 eligible students applied for and accepted transfers for the 2006 – 2007 school year.
- 130 students whose transfer options were approved in past years are expected to attend their same schools in 2006-2007.



# INSTRUCTIONAL READINESS

## Materials

### New Instructional Materials: *Language!*

- Designed to accelerate the achievement of students in grades 6-10.
- Approximately 600 administrators, general and special educators, ELL teachers, reading specialists, mentors, and language arts/ English department chairs have attended a five-day training.
- Teacher and student materials have arrived in schools.



# INSTRUCTIONAL READINESS

## New Instructional Materials: Mathematics

- Elementary Mathematics Textbook Materials for K-5.
- Middle School *Algebraic Thinking* Program for Grades 6-7.
  - Materials are in schools. Additional materials for increased enrollment have been ordered and are arriving in schools.
  - Professional development has been provided for all teachers on both new mathematics programs.



# SCIENCE

## **Science, Technology, Engineering, and Mathematics (STEM)**

- Chesapeake High STEM Program underway.
- Grade 9 STEM Courses—Concepts of Physical Science as Applied to Biology, Algebra I, and Introduction to Engineering and Technology Concepts—are being offered at 24 sites.
- First BCPS countywide secondary STEM fair is being planned with Morgan State University and Towson State University for implementation this school year.



# AVID

- Twenty high schools are participating in the AVID program for the 2006-07 school year.
- High schools new for this year include:
  - Franklin HS
  - Patapsco HS
  - Hereford HS
  - Sparrows Point HS
  - Loch Raven HS



# FULL-DAY KINDERGARTEN

- Full-day kindergarten sessions were added to:
  - Chapel Hill
  - Franklin
  - Kingsville
  - Lutherville
  - Pinewood
  - Seven Oaks
  - Seventh District
  - Stoneleigh
  - Summit Park
  - Westchester
- Early Childhood Inclusion support was added in 14 schools with full-day kindergarten programs.





# INSTRUCTIONAL READINESS

- A three-day New Teacher Induction Program was held for 824 teachers new to the system.
- Orientation workshops included curriculum, instruction, assessment, Education That is Multicultural, classroom management, parent/teacher/student conferences, English Language Learners, and safe schools.



# INSTRUCTIONAL READINESS

- All teachers and Student Support Services personnel participated countywide Professional Development Day activities focused on best practices. (August 23, 2006).



# INSTRUCTIONAL READINESS

## Technology

- Over 400 new computers installed in 11 Career and Technology labs at 10 schools.
- Current student-to-computer ratio is 3.5 to 1 - well below the system's goal of 5 to 1 established in the *Blueprint for Progress*.
- All teachers have access to computer technology in their schools.



# RESIDENCY REPORT

## as of August 28, 2006

	APPLICATIONS	APPROVED	DENIED	PENDING	OTHER
Hardship	85	62	16	7	
Kinship	189	177	1	11	
Agency Placed	743	730	1	12	
Other	338	329	5	4	
<b>Total</b>	<b>1,355</b>	<b>1,298</b>	<b>23</b>	<b>34</b>	
<b>New Shared Domicile Applications</b>					
<b>Total</b>	<b>2,264</b>	<b>979</b>	<b>46</b>	<b>47</b>	<b>1192</b>
<b>Special Transfer Appeals</b>					
<b>Total</b>	<b>333</b>	<b>50</b>	<b>241</b>	<b>35</b>	<b>7</b>
<b>Grand Total</b>	<b>3,952</b>	<b>2,327</b>	<b>310</b>	<b>116</b>	<b>1199</b>



## NEW LEADERSHIP – SW

- Dogwood Elementary
- Edmondson Heights Elementary
- Featherbed Lane Elementary
- Riverview Elementary
- Westowne Elementary
- Arbutus Middle
- Lansdowne Middle
- Southwest Academy
- Lansdowne High
- Western School of Technology and Environmental Science
- Woodlawn High
- Bridge Center



# NEW LEADERSHIP – NW

- Milbrook Elementary
- New Town High
- Pikesville High
- Pikesville Middle



# NEW LEADERSHIP – CN

- Timonium Elementary
- Carver Center for Arts and Technology



# NEW LEADERSHIP – NE

- Orem's Elementary
- Glenmar Elementary Schools
- Overlea High School





# NEW LEADERSHIP – SE

- Deep Creek Elementary
- Seneca Elementary
- Deep Creek Middle
- Chesapeake High Schools



# LEADERSHIP

- All principals, new and veteran, are focused on improving student achievement for all students and promoting a climate that is inviting and welcoming to students, teachers, parents, and community.



# BACK-TO-SCHOOL NIGHTS

- Back-To-School Nights have been scheduled at all schools and dates for these events are posted on the system's website.
- Student expectations for learning have been provided to the schools for distribution to parents/guardians.



# FACILITIES

- 167 schools, and centers, were clean, ready to receive teachers and students, and opened on time.
- Construction was completed on Windsor Mill Middle School . The school opened as scheduled, on time and on budget.
- 27 existing relocatable units, for a total of 40 classrooms, were moved and installed.
- 77 capital construction projects are in progress.



# FACILITIES

## Office of Maintenance

- 900 work orders completed during the summer.
- 255 maintenance upgrade items were addressed including electrical repairs, fire alarm testing, stage refinishing, gym line painting, boiler repairs, interior and exterior door replacement, storm drain repairs, lavatory stall replacements, carpet and floor tile replacement, plumbing repairs, abatement projects, stage curtain replacements, and assisting other departments in office moves.



# FACILITIES

## Office of Grounds

- 571 work orders completed including mowing, signage, line marking, graffiti removal, safety related concrete repairs, turf and fence repair, tree removal, playground equipment repairs, blacktop, equipment repairs, ball diamond and athletic field repairs, and assisting other departments in office moves.



# FACILITIES

## Completed

- 3 schools have received new boilers.
- 9 schools have received ADA upgrades.
- 11 schools have received major kitchen upgrades including freezers, sinks, etc.



# FACILITIES

## Ongoing

- 140 schools are receiving major security upgrades, including cameras, alarms, and access systems.
- 6 schools are receiving new roofs.
- 6 schools are receiving new windows and blinds.
- 3 schools are receiving new parking lot upgrades.





# FACILITIES

- 83 emergencies occurred during normal working hours that required action/response.
- 15 after-hours emergencies occurred that required action/response.



## FACILITIES – SW

- Major ADA upgrades were completed at Maiden Choice School, Arbutus Elementary, Edmondson Heights Elementary, Johnnycake Elementary, and Powhatan Elementary Schools.
- A parking lot expansion was completed at Lansdowne Elementary School.
- Windsor Mill Middle School is completed and open for students for the 2006-07 school year.
- New roofs are being installed at Baltimore Highlands and Hebbville Elementary Schools.



## FACILITIES – SW

- Kitchen upgrades were completed at Catonsville Middle School and Western School of Technology.
- Major renovation projects are underway at Arbutus Middle School and Southwest Academy.
- Renovations are due to begin at Catonsville and Woodlawn Middle Schools.



## FACILITIES –NW

- Tennis courts were resurfaced at Franklin High School.
- A new chiller was installed at Milbrook Elementary School.
- The multi-use court at Randallstown Elementary School was rebuilt.
- A cafeteria addition is underway at Milford Mill Academy.



## FACILITIES –NW

- Windows are being replaced at Campfield Early Childhood Center.
- Kitchen upgrades were completed at Owings Mills Elementary School.
- The roof at Bedford Elementary School was replaced.
- Parking was expanded at Cedarmere Elementary and Fort Garrison Elementary Schools.



## FACILITIES - CN

- New boilers were installed at Loch Raven Academy and Hereford Middle School.
- Kitchen upgrades were completed at Loch Raven High and Warren Elementary Schools.
- The roof at Carroll Manor Elementary School was replaced.
- Major renovations are underway at Ridgely Middle School.



## FACILITIES - CN

- Renovations are due to begin at Cockeysville Middle and Hereford Middle Schools.
- A new elevator was installed in the Greenwood Administration building.
- Relocatable classrooms are scheduled to be installed at Loch Raven Academy.
- The multi-use court at Hampton Elementary School was resurfaced.



## FACILITIES – NE

- ADA restroom upgrades were completed at Red House Run Elementary School.
- The roofs at Perry Hall Elementary and Pine Grove Middle Schools are being replaced.
- Windows are being replaced at Glenmar Elementary, Victory Villa Elementary, and Stemmers Run Middle Schools.
- Kitchen upgrades were completed at Fullerton Elementary, Golden Ring Middle, Middle River Middle, and Stemmers Run Middle Schools.





# FACILITIES – NE

- A new elementary school is under design at the Vincent Farms school site.
- An addition is under construction at Kenwood High School.
- The track at Overlea High School was reconstructed.



## FACILITIES – SE

- Major ADA upgrades were completed at Oliver Beach Elementary School.
- A new roof is being installed at Dundalk Elementary School.
- Windows were installed at Deep Creek Elementary and Mars Estates Elementary Schools.
- Kitchen upgrades were completed at Dundalk Middle and Patapsco High Schools.
- Major renovations are underway at Holabird Middle and Sparrows Point Middle/High Schools.



## FACILITIES – SE

- The multi-use and tennis court at Deep Creek Middle School is being resurfaced.
- A relocatable classroom was installed at Holabird Middle School.
- The multi-use court at Middleborough Elementary School was resurfaced.
- The track at Patapsco High School is being reconstructed.



# TRANSPORTATION AND FOOD AND NUTRITION SERVICES

- There are 814 bus routes with a projected ridership of 70,000 students.
- On opening day there were 35 vacancies; however, all routes operated as planned.
- There were no unusual problems or unforeseen disruptions.
- Approximately 44,000 meals were prepared and served at all schools as expected.



# SCHOOL VISITS

Curriculum and Instruction Personnel visited schools the first week of school and reported that teachers were ready for their students.



# THANK YOU

- To all employees in the schools and central offices,
- To all the parents and students, and
- To everyone involved in providing the best opportunity for our students to receive a quality education.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON WOODLAWN MIDDLE SCHOOL**

**ORIGINATOR:** Manuel Rodriguez, Assistant Superintendent, Southwest Area

**RESOURCE**

**PERSON(S):** Brian Scriven, Principal, Woodlawn Middle School

**INFORMATION**

This is a status report to the Board of Education on the Woodlawn Middle School Alternative Governance Plan. This report reviews staffing, the instructional process to improve student achievement, and results for 2006 Maryland State Assessment, professional development, title I transfers, organization, and planning for impact of stakeholders toward governance issues.

# BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent      6901 Charles Street      Towson, MD ♦ 21204-3711

## *Woodlawn Middle School Board of Education Report September 6, 2006*

### **Staffing Update:**

As of August 10, 2006, Woodlawn Middle School has a 1.0 vacancy in the following area:

- Special Education Self Contained Math position

The campus was allocated 72.5 Full Time Equivalents (FTE's), with all but the vacancy filled with Highly Qualified teachers. We are optimistic that we will be 100% staffed with HQ teachers prior to opening the Woodlawn Middle Campus for the 2006-2007 school year.

### **Instructional Process to Improve Student Achievement:**

Woodlawn Middle School made AYP for the 2005-2006 school years. Additionally, we have identified the two hundred and seventy five (275) students who are basic and missed being Proficient in Reading by 5-10%. This translates into one to three questions. Furthermore, three hundred and four (304) students missed being proficient in Math. These students missed the Proficiency level by one to three questions.

Woodlawn feeder pattern administrators met and planned for determining our instructional foci, short-cycle assessment and Benchmarks in Math, Science, and Reading at the elementary and middle school level.

### **Professional Development:**

#### **Special Education:**

- Teams: Teacher-Student –Support Team (TSST), Instructional Support Team (IST), Student Support Team (SST), Individual Education Plan (IEP), Case Management Responsibilities, Educational Assessments and Report Writing, Co-Teaching and Inclusive Setting, and Behavior Management.

#### **Science:**

- Map out the instructional year around the creation of four major projects to be showcased with the community.
- Analyze the VSC and student performance data in order to develop a plan for integrating mathematics, reading and writing into daily science instruction.
- Develop and practice skills and knowledge necessary for the integration of instructional technology including graphing calculators, digital probe-ware, web-based simulations, and web-based lessons developed by the Office of Library Information Services.
- Integrate STEM promising practices and College Board strategies into the creation of unit and lesson plans for the first quarter.
- Develop a strategic plan for implementing STEM throughout the 06-07 school years.
- Detailed PowerPoint presentations that include specific course information and strategic plans to be shared with students, parents and interdisciplinary team members.



- Course syllabus.
- Unit and lesson plans for the first unit.
- Annual plan for addressing reading and mathematics.

**Social Studies and English & Reading:**

- College Prep/Pre AP review
  - review strategies
  - discuss most effective strategies
  - hand out posters
- AVID strategies
  - distribute and review strategies
  - Cornell Notes-sample

**Title I Transfer MSA Data:**

- **Sixty- Three (63) Students:**
- Sixth grade: 38 students, approximately 33 % Basic, 40% Proficient, ) Advanced and 17% no score
- Seventh grade: 15 students, approximately 33% Basic, 33 % Proficient, 6% Advanced, balance no score
- Eighth grade: 10 students, approximately 45% Basic, 35% Proficient, 0 Advanced, and 20% no score

**Organization:**

Master schedule: support common planning and teaming approach as exemplified in vertical/horizontal teaming and looping as outlined in our Alternative Governance Plan.

**Governance:**

- Community Task Force: next meeting scheduled for August 23, 2006.
- “Principals Cabinet” that consists of 45 students.
- Action teams:
  - Professional Development Team,
  - Safe & Orderly Team
  - Curriculum & Instruction Team,
  - Parent Involvement Team

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

**September 6, 2006**

**RETIREMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SCHOOL/OFFICE</u></b>	<b><u>YRS. OF SERVICE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Lois Akehurst	Paraeducator	Perry Hall Elementary	18.0	07-01-06
Barbara Chauvin	Teacher	Catonsville High	20.0	07-01-06
Lynn Clippinger	Teacher	Randallstown High	38.0	07-01-06
Margaret A. Hill	Clerk IV	Timonium/Purchasing	25.2	10-01-06
Robert Smith	Teacher	Dulaney High	37.0	07-01-06
Joan Swinney	Paraeducator	Stemmers Run Middle	18.0	07-01-06
Wayne Wagner	Teacher	Perry Hall High	5.0	07-01-06
Robert Wooters	Teacher	Parkville Middle	37.0	07-01-06

As of 8/16/06

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

**September 6, 2006**

**RESIGNATIONS**

**ELEMENTARY – 17**

Cedarmere Elementary School

Fritz C. Allison, 08/22/06, 2.6 yrs.  
Physical Education

Edmondson Heights Elementary School

Scott A. Delpo, 06/30/06, 11.0 yrs.  
Physical Education

Hawthorne Elementary School

Jamie M. Cash, 06/30/06, 2.0 mos.  
Speech Language Pathologist

Hebbville Elementary School

DeShawn K. Williams, 06/30/06, 1.0 yr.  
Grade 5

Johnnycake Elementary School

Michele V. Polk, 06/30/06, 10.0 yrs.  
Physical Education

Kingsville Elementary School

Michelle Hunsicker, 06/30/06, 3.0 yrs.  
Grade 4

Middlesex Elementary School

Naomi J. Weller, 06/30/06, 2.6 yrs.  
Social Worker

New Town Elementary School

Brianne A. O'Connell, 06/30/06, 5.0 yrs.  
Grade 4

Owings Mills Elementary School

Terri L. Dackman, 06/30/06, 3.0 yrs.  
Social Worker

Powhatan Elementary School

Maureen E. Ranville, 06/30/06, 3.7 yrs.  
Guidance

Riverview Elementary School

Olivia Curbeam-Newby, 06/30/06, 2.0 yrs.  
Instructional Support Teacher

Stoneleigh Elementary School

Erica N. Krieg, 09/22/06, 3.1 yrs.  
Speech Language Pathologist

Winand Elementary School

Abigail M. Rottenberg, 06/30/06, 8.0 yrs.  
Speech Language Pathologist

Winfield Elementary School

Nancy D. Hart, 06/30/06, 5.0 yrs.  
Art

Laura E. Stephens, 06/30/06, 2.0 yrs.  
School RN

Woodmoor Elementary School

Adam L. Kemmerling, 06/30/06, 1.0 yr.  
Grade 1

Cindy M. Morrison, 06/30/06, 4.0 yrs.  
Physical Education

**SECONDARY – 38**

Bridge Center

John N. Trimper, 07/01/06, 6.0 yrs.  
Resource Teacher

Cockeysville Middle School

Robert B. Kovacs, 06/30/06, 15.0 yrs.  
Social Studies

Deer Park Middle Magnet School

Tony J. Payne, 06/30/06, 12.0 yrs.  
Social Studies

Mitchell H. Warren, 06/30/06, 6.0 yrs.  
Social Studies

Dumbarton Middle School

Kristi S. Giles, 06/30/06, 15.0 yrs.  
Science

Dundalk High School

Paul Grant, 06/30/06, 2.0 yrs.  
Special Education

Dundalk Middle School

Bradford L. Gibson, 06/30/06, 5.0 yrs.  
Social Studies

Franklin Middle School

Julie A. Sapper, 06/30/06, 5.0 yrs.  
Music - Vocal

Hereford High School

Jenny Harvey, 06/30/06, 2.0 yrs.  
Science

Holabird Middle School

Toni L. Guidi, 06/30/06, 3.3 yrs.  
Special Education – Inclusion

Kenwood High School

Jennifer M. Benson, 06/30/06, 4.0 yrs.  
Special Education

Lansdowne High School

Kate A. Santry, 06/30/06, 1.0 yr.  
Science

Lansdowne Middle School

Jaime L. Cooper, 06/30/06, 2.4 yrs.  
Secondary Reading

Loch Raven Technical Academy

Mary E. D'Amico, 06/30/06, 5.0 mos.  
Art

Margaret C. Presley, 06/30/06, 6.0 mos.  
Science

Milford Mill Academy

David W. Lindsey, 06/30/06, 4.7 yrs.  
Mathematics

Gerald L. Waltemyer, 06/30/06, 7.4 yrs.  
Social Studies

New Town High School

Kelly M. Fletcher, 06/30/06, 3.0 yrs.  
Social Studies

Old Court Middle School

Joseph W. Peters, 06/30/06, 4.0 yrs.  
Art

Parkville High School

Stephanie A. Maurer, 08/23/06, 20.3 yrs.  
Home Economics

Elethia V. Rhoden, 06/30/06, 4.0 mos.  
Guidance

Patapsco High School

Wendell T. Cooper, 06/30/06, 1.0 yr.  
Dance

Perry Hall High School

Shannon N. Conroy, 06/30/06, 5.0 yrs.  
English

Perry Hall Middle School

Juliana D. Holt, 06/30/06, 12.0 yrs.  
Social Studies

Pikesville Middle School

Eden S. Ertle, 06/30/06, 3.4 yrs.  
Art

Sarah M. Preiser, 06/30/06, 3.0 yrs.  
Speech Language Pathologist

Matthew S. Stewart, 06/30/06, 4.0 yrs.  
Social Studies

Randallstown High School

James J. Riley, 06/30/06, 4.0 yrs.  
Social Studies

Southwest Academy

Sebrina J. Dykes, 06/30/06, 1.0 yr.  
Guidance

Todd L. Hicks, 06/30/06, 3.0 yrs.  
Physical Education

Sparrows Point High School

Heather L. Unkart Riser, 08/25/06, 5.0 days  
Art

Stemmers Run Middle School

Justin T. Windle, 06/30/06, 6.0 yrs.  
Social Studies

Sudbrook Magnet Middle School

Christopher P. Clancy, 06/30/06, 4.0 yrs.  
Social Studies

Andrea H. Dominguez, 06/30/06, 3.0 yrs.  
Science

**Towson High School**

Juan C. Castro, 06/30/06, 6.0 yrs.  
Art

**Woodlawn High School**

Carolin Degen, 06/30/06, 6.0 yrs.  
Business Education

Kevin B. Orlosky, 06/30/06, 1.0 yr.  
Special Education

Jonathan C. Pytko, 06/30/06, 1.0 yr.  
Social Studies

**CENTRAL OFFICES - 1**

**Department of Teaching and Learning**

Laura M. Simmons, 06/30/06, 10.0 yrs.  
Hearing Impaired –Self Contained

**SEPARATIONS FROM LEAVE – 2**

Melissa S. Balman, granted Child Rearing Leave, 03/08/04 – 03/08/06, resigning 07/01/06, 11.0 yrs.  
Jessica H. Hedges, granted Child Rearing Leave, 06/19/05 – 06/19/07, resigning 08/16/06, 4.6 yrs.

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

**September 6, 2006**

**LEAVES**

**CHILD REARING LEAVES**

SARAH KOVACS BITTNER – (Pre-Kindergarten) Johnnycake Elementary School  
Effective September 23, 2006, through June 30, 2008

KYRIA JONES JOSEPH – (Mathematics) Woodlawn Middle School  
Effective November 23, 2006, through June 30, 2007

**MILITARY LEAVE**

ROBERT JOSEPH MARCHANTI, II – (Physical Education) Dundalk Elementary School  
Effective July 24, 2006, through June 30, 2008

**UNUSUAL OR IMPERATIVE LEAVES**

SARAH M. BRENNAN – (English) Overlea High School  
Effective July 1, 2006, through June 30, 2007

STACEY EPPLEY – (Kindergarten) Kingsville Elementary School  
Effective July 2, 2006, through June 30, 2007

ZAHY KHAMIS – (Mathematics) Loch Raven Academy  
Effective July 1, 2006, through June 30, 2007

JULIE ANN LANAHAM – (Elementary) Reisterstown Elementary School  
Effective July 1, 2006, through June 30, 2007

**BALTIMORE COUNTY PUBLIC SCHOOLS****September 6, 2006****RECOMMENDED APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b><u>MICHELLE R. EVANS</u></b> (Effective September 7, 2006)  (Replacing Thomas Dugas, resigning)	Teacher/Mathematics Woodlawn High School	Assistant Principal Catonsville High School
<b><u>CAROL JP JOHNSON</u></b> (Effective September 7, 2006)  (Replacing Andrew Pruski, recommended for appointment to Supervisor of Testing, Office of Accountability, Research and Testing)	Education Program Specialist Maryland State Department of Education	Testing Specialist Office of Accountability, Research and Testing
<b><u>MOLLY C. O'BRIEN</u></b> (Effective September 7, 2006)  (Replacing Adell Cothorne, resigned)	Case Manager Office of Non-Public Placements	Assistant Principal Wellwood International School
<b><u>ANDREW C. PRUSKI</u></b> (Effective September 7, 2006)  (Replacing John Merrill, transferred to Assistant Principal, Baltimore Highlands Elementary School)	Testing Specialist Office of Accountability, Research and Testing	Supervisor of Testing Office of Accountability, Research and Testing



**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Date:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **NEW ADVISORY COUNCIL MEMBER – NORTHWEST  
AREA EDUCATION ADVISORY COUNCIL**

**ORIGINATOR:** Dr. H. Scott Gehring, Assistant Superintendent, Northwest Area

**RESOURCE  
PERSON (S):** Dr. H. Scott Gehring, Assistant Superintendent, Northwest Area

**Recommendation**

That Ian Cohen be appointed as a member to  
the Northwest Advisory Council.

\*\*\*\*\*

Ian Cohen has been recommended by the Northwest Advisory Council to  
serve as a member on the Council.

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**RE:** **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

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

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

**RECOMMENDATION**

That the Board of Education approves the following contract recommendations.

\*\*\*\*\*

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts  
Board Exhibit – September 6, 2006**

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

- 1. Contract Modification:** Special Education Therapy Services  
**Contract #:** PCR-279-05

**Term:** 3 years    **Extension:** 2 years    **Contract Ending Date:** 5/23/10 (tentative)

**Estimated annual award value:** \$1,500,000

**Estimated total award value:** \$7,500,000

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

**Description:**

This contract modification is to add Therapy Associates, Inc., as a provider.

In May, 2005, the Board approved awards of contract to providers for speech, occupational and physical therapies, audiology, and education of the deaf/hard-of-hearing using sign language to students ranging in age from birth to 21. Services are provided in a variety of locations in the county.

Speech therapists provide screening, assessment, and treatment for direct and collaborative programming to move toward an inclusive classroom model. Therapists also develop individual education plans (IEP), individual family service plans (IFSP), and participate in admission, review, and dismissal (ARD) teams.

Physical and occupational therapists provide treatment and annual skill updating evaluation, assist in developing IEPs and IFSPs, and participate in ARD teams when appropriate.

**Recommendation:**

Award of contract modification is recommended to:

Therapy Associates, Inc. (additional provider)    Whiteford, MD

**Responsible school or office:** Office of Special Education

**Contact person:** Donna Long

**Funding source:** Operating budget

2. **Contract Modification:** 100 Book Challenge  
**Contract #:** JNI-735-06

<b>Term:</b> 3 year	<b>Extension:</b> 0	<b>Contract Ending Date:</b> 6-30-09 (tentative)
<b>Original estimated annual award value:</b>		\$ 65,322
<b>Original estimated total award value</b>		\$195,966
<b>Additional estimated annual value:</b>		\$ 74,153
<b>Estimated modified annual amount</b>		\$139,475
<b>Estimated modified total award value</b>		\$344,272

<b>Bid issued:</b>	NA
<b>Pre-bid meeting date:</b>	NA
<b>Due date:</b>	NA
<b>No. of vendors issued to:</b>	NA
<b>No. of bids received:</b>	NA
<b>No. of no-bids received:</b>	NA

**Description:**

On February 14, 2006, this pilot program received board approval and was implemented at Winfield and Mars Estates Elementary Schools. The pilot for the 100 Book Challenge is now being expanded to include Chase, Woodmoor, Pleasant Plains, and Deer Park Elementary Schools. The 100 Book Challenge is a nationally renowned program that complements current reading initiatives in BCPS. In addition to being an independent system, the 100 Book Challenge is also a professional development initiative and a parent support framework. It is currently used in more than 600 schools across the United States, and has helped produce unprecedented improvements in student achievement.

**Recommendation:**

Award of contract modification is recommended to:

American Reading Company	King of Prussia, PA
<b>Responsible school or office:</b>	Office of Equity and Assurance
<b>Contact person:</b>	Barbara Dezmon
<b>Funding source:</b>	Operating budget

**3. Contract:** 100 Book Challenge Consultant  
**Contract #:** JNI-759-07

**Term:** 3 year      **Extension:** 0      **Contract Ending Date:** 6/30/09 (tentative)  
**Estimated annual award value:** \$32,000  
**Estimated total award value:** \$96,000

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

**Description:**

The consultant for the 100 Book Challenge will provide support for the implementation of the program at Chase, Winfield, Pleasant Plains, Woodmoor, Mars Estates, and Deer Park Elementary Schools. This support will include professional development, teacher coaching, classroom observations, parent/volunteer training, program modeling, collection of data, and the preparation of formal reports for each school.

**Recommendation:**

Award of contract is recommended to:

Margaret Ann Kennedy

Phoenix, MD

**Responsible school or office:**

Office of the Equity and Assurance

**Contact person:**

Barbara Dezmon

**Funding source:**

Operating budget

**4. Contract:** Mail Processing Equipment  
**Contract #:** PCR-254-07, GSA Contract GS-25F-00168M

**Term:** One-time purchase      **Extension:** NA      **Contract Ending Date:** NA  
**Estimated annual award value:** \$35,964  
**Estimated total award value:** \$35,964

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

**Description:**

In accordance with Maryland law and the Federal Property and Administrative Services Act, Baltimore County Public Schools proposes to utilize the GSA Federal Supply Schedule GS-25F-0168M for the purchase of two mail processing machines. The machines will be placed at the Pulaski Park mailroom and the Greenwood Administration Building.

This equipment upgrade replaces the two machines that have exceeded their useful life cycles.

**Recommendation:**

Award of contract is recommended to:

Shannon Business Systems, Inc.      Towson, MD

**Responsible school or office:** Office of Distribution Services

**Contact person:** Charles Raulie

**Funding source:** Operating budget

5. **Contract:** Naglieri Non-verbal Assessment  
**Contract #:** JNI-758-07

**Term:** 1 year      **Extension:** 0      **Contract Ending Date:** 6/30/07 (tentative)  
**Estimated annual award value:** \$75,000  
**Estimated total award value:** \$75,000

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

**Description:**

Implementation of the Naglieri Non-verbal Assessment Test (NNAT) was approved as part of the FY2007 budget process. The NNAT is a widely recognized assessment used in gifted and talented (GT) education that is considered to be exceptionally culturally fair. It was developed to be non-culture specific so that students from different languages and cultural backgrounds can be assessed appropriately. It is used to determine students' non-verbal reasoning and problem-solving skills.

The NNAT will be administered to all grade 2 students this fall, and will assist in the process of identifying students for GT grade 3. The outcome of the NNAT will also assist in identifying underserved student populations such as economically disadvantaged, English language learners, and students with disabilities who may not be identified as GT through traditional assessment methods. This contract provides for the assessment materials as well as scoring of the individual student tests. In addition, a pre-test workshop and a post-test workshop will be provided. The pre-test workshop for site-based administrators will include a test overview, test administration, and program logistics. The post-test workshop will include a review and interpretation of the test data. BCPS test results will be part of a national norm for the NNAT.

**Recommendation:**

Award of contract is recommended to:

Harcourt Assessment, Inc.

San Antonio, Texas

**Responsible school or office:**

Office of Gifted and Talented Education  
and Magnet Programs

**Contact person:**

Ken Dickson

**Funding source:**

Operating budget

6. **Contract:** Water Coolers and Bottled Water  
**Contract #:** MWE-835-07

**Term:** 5 years    **Extension:** 0    **Contract Ending Date:** 9/30/11 (tentative)  
**Estimated annual award value:** \$100,000  
**Estimated total award value:** \$500,000

**Bid issued:** July 6, 2006  
**Pre-bid meeting date:** July 18, 2006  
**Due date:** August 3, 2006  
**No. of vendors issued to:** 4  
**No. of no-bids received:** 0  
**No. of bids received:** 3  
DS Waters of America                      Beltsville, MD  
Nestle Waters North America              Greenwich, CT  
Snow Valley                                      Upper Marlboro, MD

**Description:**

This contract is to provide water coolers, five-gallon bottles of water, and cups for schools and offices. Coolers and water are provided by the Office of Environmental Services to schools and offices, as needed, when environmental concerns exist. Additionally, other schools and offices use this contract to purchase bottled water using funds from their individual budgets. The coolers are leased on a monthly basis.

**Recommendation:**

Award of contract is recommended to:

Nestle Waters North America, Inc.                      Greenwich, CT

**Responsible school or office:**                      Office of Maintenance

**Contact person:**                                      Dennis Elkins, Maintenance  
Robert Merrey, Environmental Services

**Funding source:**                                      Operating Budget



**7. Contract Modification:** Renovations – Pikesville Middle School  
**Contract #:** JNI-714-06

<b>Term:</b>	NA	<b>Extension:</b>	NA	<b>Contract Ending Date:</b>	NA
<b>Estimated annual award value:</b>	\$949,125				
<b>Estimated modification amount:</b>	23,835				
<b>Estimated total award value:</b>	\$972,960				

<b>Bid issued:</b>	NA
<b>Pre-bid meeting date:</b>	NA
<b>Due date:</b>	NA
<b>No. of vendors issued to:</b>	NA
<b>No. of bids received:</b>	NA
<b>No. of no-bids received:</b>	NA

**Description:**

On May 24, 2005, the Board of Education approved a negotiated fee with James Posey Associates in the amount of \$949,125 to provide design, bidding, and construction administration services associated with the renovation project at Pikesville Middle School. During the final design effort, the Department of Physical Facilities requested additional services to add two 12-classroom modular buildings to the contract documents. These buildings will be used by the students during the renovations to the school.

**Recommendation:**

Award of contract modification is recommended to:

James Posey Associates                                      Baltimore, MD

**Responsible school or office:** Office of Engineering and Construction

**Contact person:** Richard H. Cassell, PE

**Funding source:** Capital budget

**8. Contract Modification:** Site Construction Package 2B (Final Grading) – Windsor Mill Middle School

**Contract #:** PCR-274-05

<b>Term:</b>	NA	<b>Extension:</b>	NA	<b>Contract Ending Date:</b>	NA
<b>Estimated annual award value:</b>	\$2,894,201				
<b>Estimated modification amount:</b>	16,311				
<b>Estimated total award value:</b>	\$2,910,512				

<b>Bid issued:</b>	NA
<b>Pre-bid meeting date:</b>	NA
<b>Due date:</b>	NA
<b>No. of vendors issued to:</b>	NA
<b>No. of bids received:</b>	NA
<b>No. of no-bids received:</b>	NA

**Description:**

On November 23, 2004, the Board of Education approved an award of contract to Urban N. Zink Contractor, Inc., for the Final Grading (2-B) Package in the amount of \$2,702,600. This contract modification is for the construction of gated fencing, and will provide a secure area for grounds equipment.

**Recommendation:**

Award of contract modification is recommended to:

Urban N. Zink Contractor, Inc.

Chase, MD

**Responsible school or office:**

Office of Engineering and Construction

**Contact person:**

Richard H. Cassell, PE

**Funding source:**

Capital budget

**9. Contract Modification:** Above-Ground Electrical 16-B Construction Contract - Windsor Mill Middle School

**Contract #:** PCR-275-05

**Term:** NA      **Extension:** NA      **Contract Ending Date:** NA  
**Estimated annual award value:** \$1,589,734  
**Estimated modification amount:** 75,736  
**Estimated total award value:** \$1,665,470

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

**Description:**

On July 11, 2006, the Board of Education approved a modification of \$50,000 to revise the specified video camera system in order to match the new system being installed systemwide. The actual cost to modify the video camera system and the card reader system is \$75,736.

**Recommendation:**

Award of contract modification is recommended to:

Action Electrical Contractors, Inc.      Churchville, MD

**Responsible school or office:** Office of Engineering and Construction

**Contact person:** Richard H. Cassell, PE

**Funding source:** Capital budget

**10. Contract:** Windows and Blinds Replacement – Grange Elementary School  
**Contract #:** MWE-834-07

**Term:** NA      **Extension:** NA      **Contract Ending Date:** NA  
**Estimated annual award value:** \$1,261,001  
**Estimated modification amount:** 126,100  
**Estimated total award value:** \$1,387,101

**Bid issued:** June 29, 2006  
**Pre-bid meeting date:** July 13, 2006  
**Due date:** August 3, 2006  
**No. of vendors issued to:** 10  
**No. of bids received:** 3  
**No. of no-bids received:** 0

**Description:**

The total window system will be replaced at Grange Elementary School. The new installation will include blinds.

**Recommendation:**

Award of contract is recommended to:

E. Pikounis Construction Co., Inc.      Baltimore, MD

**Responsible school or office:** Office of Engineering and Construction

**Contact person:** Richard H. Cassell, PE

**Funding source:** Aging School Program

	Bidders' Names		
	E. Pikounis Construction Co., Inc.	Chilmar Corp.	WGG, Inc.
Base Bid	\$1,235,846	\$1,329,000	\$1,465,941
Alternate #1 Add: Provide and Install new security/safety screens and supporting framework as necessary and as indicated on the drawings.	25,155	34,000	16,943
<b>Total</b>	<b>\$1,261,001</b>	<b>\$1,363,000</b>	<b>\$1,482,884</b>

**11. Contract:** Movement of State-Owned Relocatable Classroom Units  
**Contract #:** MBU-524-07

**Term:** NA      **Extension:** NA      **Contract Ending Date:** NA  
**Estimated annual award value:** \$1,307,056  
**Estimated modification amount:** 130,705  
**Estimated total award value:** \$1,437,761

**Bid issued:** August 17, 2006  
**Pre-bid meeting date:** August 23, 2006  
**Due date:** August 31, 2006  
**No. of vendors issued to:** 7  
**No. of bids received:** 4  
**No. of no-bids received:** 1

**Description:**

This project consists of the relocation, set-up, and connection of State-owned relocatable classroom buildings from their present locations in Montgomery County to Woodlawn Middle School, Loch Raven Technical Academy, and Catonsville Middle School.

**Recommendation:**

Award of contract is recommended to:

J & L Services, Inc.                      Seaford, DE

**Responsible school or office:** Office of Engineering and Construction

**Contact person:** Richard H. Cassell, PE

**Funding source:** Capital budget

**Contract Name:** Movement of State-Owned Relocatable Classroom Units  
**Contract Number:** MBU-524-07

	Bidders' Names			
	J&L Services Inc.	Jan-El Contracting	US Modular Group East, Inc.	Resun Leasing Inc.
Base Bid: Woodlawn Middle School	\$457,441	\$551,000	\$545,600	\$570,577
Base Bid: Loch Raven Technical Academy	566,961	578,000	572,600	583,525
Base Bid: Catonsville Middle School	141,945	191,000	203,445	340,615
Alternate #1 Add: Ramps and stairs at Woodlawn Middle	68,985	65,000	63,250	60,750
Alternate #2 Add: Ramps and stairs at Loch Raven Technical Academy	53,793	42,000	55,200	37,830
Alternate #3 Add: Ramps and stairs at Catonsville Middle	17,931	14,000	25,300	12,610
Total Base Bid and three Alternates	\$1,307,056	\$1,441,000	\$1,465,395	\$1,605,907

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 6, 2006

**TO:** BOARD OF EDUCATION

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** MEMORANDUM OF UNDERSTANDING FOR THE 2006-2007 SRO PROGRAM

**ORIGINATOR:** Dale Rauenzahn, Executive Director of Student Support Services

**RESOURCE PERSON(S):** Glenda Myrick, Coordinator, Safe an Drug-Free Schools

**RECOMMENDATION**

The Memorandum of Understanding for the 2006-2007 School Resource Officer Program is an agreement between the Baltimore County Policy Department and the Baltimore County Board of Education to provide law related education, law related mentoring/counseling, and law enforcement to assigned schools.

\* \* \* \* \*

**SCHOOL RESOURCE OFFICERS' PROGRAM**

**AGREEMENT**

**for the**

**2006-2007 School Year**



**AGREEMENT FOR THE  
SCHOOL RESOURCE OFFICER PROGRAM**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_ 2006, by and between **BALTIMORE COUNTY, MARYLAND**, a body corporate and politic, for its **BALTIMORE COUNTY POLICE DEPARTMENT**, hereinafter referred to as the "Police Department," and the **BOARD OF EDUCATION OF BALTIMORE COUNTY**, hereinafter referred to as the "Board" or "the school system";

**WITNESSETH:**

**THAT WHEREAS**, the school system desires special law enforcement services to be rendered by the Chief of the Baltimore County Police Department, namely, the providing of School Resource/DARE Officers (SROs), and

**WHEREAS**, the County Executive, Chief of Police, Board of Education, and the Superintendent of Schools have agreed to provide such special law enforcement services to the school system upon certain terms and conditions provided hereinafter,

**NOW, THEREFORE**, this memorandum of understanding will be used by the Police Department and the Board to cooperatively run the SRO Program.

**SECTION 1. DUTIES AND RESPONSIBILITIES OF THE COUNTY**

1.01 The Chief of Police shall provide sworn officers to be assigned to specific secondary schools, as School Resource/DARE Officers. The selection and assignment of the individual officers shall be at the discretion of the Chief of Police in cooperation with the Superintendent of the Baltimore County Public Schools, and the principals of the schools to which School Resource Officers will be assigned. School Resource Officers assigned to middle schools will teach the DARE program. It is understood that, in the event of a Police Department emergency, the School Resource Officers may be required, for short periods of time, to attend to such emergencies in lieu of their duties under this Agreement. It is further understood that the School Resource Officers are employees of the Baltimore County Police Department. Officers are subject to the rules and regulations, policies and procedures, and training requirements of the Police Department.

1.02 The Chief of Police shall ensure that the exercise of any law enforcement powers by the school resource officers is in compliance with the authority granted by law to sworn police officers.

**SECTION 2. PURPOSE OF THE SCHOOL RESOURCE OFFICERS PROGRAM**

2.01 Assignment of a uniformed law enforcement officer to a secondary school within the areas served by a specific precinct of the Baltimore County Police Department to work in full cooperation with the school's administrators, students, staff, parents, and community members to:

1. Provide law-related education to students, as ad-hoc members of the staff.
2. Foster positive attitudes regarding the police's role in society by being a positive role model, providing law-related counseling, and mentoring.
3. Establish a liaison with school personnel in a cooperative effort to maintain a safe and secure environment that will be conducive to learning.
4. To enforce laws, help prevent crime and violence, and to enhance overall safety on school grounds.

#### **SECTION 4. DUTIES AND RESPONSIBILITIES OF THE BOARD**

4.01 The Safe Schools Facilitator or other designee of the Chief of Police shall work with the Superintendent of Schools or his designee to coordinate the activities of, and otherwise communicate with, the school resource officers on behalf of the school system.

4.02 School resource officer salaries will be paid by the Police Department. Funds needed to purchase necessary equipment, vehicles, and materials will be provided by the Police Department. Professional development and training to support the SRO Program will be provided by the Board of Education and the Police Department.

4.03 The Board shall provide and maintain the following for each SRO through the duration of this memorandum of understanding: office space, furniture, a computer, and access to one of the school's telephones on its existing lines.

#### **SECTION 5. SCHOOL RESOURCE OFFICER PROGRAM**

5.01 The *Addendum* is incorporated by reference.

#### **SECTION 6. INDEMNIFICATION**

6.01 The Board shall indemnify and save harmless the Police Department for any liability whatsoever arising out of the negligence of the school system's employees or agents arising from the operation and implementation of the School Resource Officer Program.

Nothing in this Agreement shall be construed to affect in any way the Police Department's or the Board's rights, privileges, and immunities or defenses, which may exist by statute or common law with regard to any claim, action, or cause of action by or on behalf of any third person.

## **SECTION 7. TERM OF AGREEMENT**

7.01 This Agreement shall be made for a one-year period beginning July 1, 2006, and ending on June 30, 2007, with the option to renew the Agreement, subject to the availability of the necessary funding, for a successive one-year term. The same terms and conditions are intended to continue during any renewal period.

## **SECTION 8. TERMINATION**

8.01 Either party may terminate this Agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination, or at the request of the County Executive.

## **SECTION 9. INVALID PROVISION**

9.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement when it was executed. Should the severance of any part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

Failing agreement on such amendment, either party may, by notice in writing, terminate this Agreement forthwith, subject to the provisions of this Agreement relating to termination.

## **SECTION 10. COMPLETE AGREEMENT**

10.01 This Agreement is the complete Agreement of the parties; it may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

BALTIMORE COUNTY, MARYLAND  
body corporate and politic

BOARD OF EDUCATION OF BALTIMORE COUNTY

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donald L. Arnold, President

\_\_\_\_\_  
Date

OFFICE OF BUDGET AND FINANCE  
NO ENCUMBRANCE NECESSARY

\_\_\_\_\_  
DEPUTY DIRECTOR FOR FINANCE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joe A. Hairston, Superintendent

\_\_\_\_\_  
Date

Approved for Legal Form and Sufficiency\*

(Subject to execution by a duly authorized county administrative official and county council, if indicated.)

Reviewed for Legal Form and Sufficiency\*

(Subject to Execution by the duly Authorized Superintendent and President of the Board of Education of Baltimore County)

\_\_\_\_\_  
Office of the County Attorney

\*Approval of legal form and sufficiency does not convey approval or disapproval of substantive nature of transaction. Approval is based upon typeset document. All modifications require re-approval.

\_\_\_\_\_  
Office of the County Attorney

\_\_\_\_\_  
Date

\*Approval of legal form and sufficiency does not convey approval or disapproval of the substantive nature of this transaction. Approval is based upon typeset document. All modifications require re-approval.

BALTIMORE COUNTY POLICE DEPARTMENT

\_\_\_\_\_  
Terrence Sheridan, Chief

\_\_\_\_\_  
Date

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**3.01**

**SCHOOL RESOURCE OFFICER PROGRAM**

**I. SCHOOL RESOURCE OFFICER PROGRAM**

The School Resource Officer/ (SRO) Program is a service of the Baltimore County Police Department to the Baltimore County Public Schools. This program will support the Police Department's commitment to service as it works to improve the quality of life in Baltimore County and specifically the safety and security in the school system.

A. Duties and Responsibilities

Safe Schools Facilitator and School System Liaison:

1. To direct and coordinate the implementation of the School Resource/DARE Officer Programs.
2. To coordinate training for the school resource officers.
3. To assist in the evaluation of the School Resource Officer/DARE Programs, including, but not limited to, school visitations.
4. To work closely with school based administrators and school resource officers to help design law related instruction to address specific law related issues.

Precinct Commander

1. To manage the SRO and DARE Programs as a part of the Community Outreach Unit in his/her precinct.
2. To meet with the Precinct SRO Supervisor to help determine the effectiveness of the SRO and DARE Programs.
3. To work collaboratively with the Safe Schools Facilitator to ensure the effectiveness of each SRO/DARE officer.
4. To maintain communication between the precinct and the Safe Schools Facilitator.

### SRO Supervisor

1. To supervise the day to day operation of the SRO and DARE Programs through his/her Outreach Unit.
2. To visit schools and school resource officers on a regular basis to determine the effectiveness of each SRO/DARE officer.
3. To review reports and related paperwork completed by school resource officers.
4. To coordinate school resource and precinct officers duties that are related to law enforcement on school campuses.
5. To develop collaborative relationships with school administrators in order to ensure the success of the SRO/DARE program at each school.
6. To meet with the Safe Schools Facilitator and school system representative during scheduled school visitations.
7. To discuss SRO performance with school-based administrators in order to obtain input for SRO evaluations.

### School Resource Officer

1. To assist in educating students about the role of the police in our society and other law enforcement-related issues, (i.e. crime prevention, recognition of substance abuse, driver safety, and gang violence).
2. To serve as an instructor of law related education by working closely with teachers in customizing and designing instruction to address specific law related issues.
3. To serve as a positive role model and mentor for students (within rules and regulations of Baltimore County Public Schools and the Baltimore County Police Department fraternization policies).
4. To establish professional relationships with school administrators, faculty, students, and community.
5. To establish and maintain communication with school security personnel and other SROs assigned to campuses in the Baltimore County Public Schools.
6. To inform the students of their rights and responsibilities as lawful citizens.
7. To provide law enforcement information to school-based staff (i.e. pupil personnel workers, counselors, school nurses, psychologists, etc.) needs of students.

8. To act as a liaison to the principal in criminal investigations, law violations, and emergencies affecting the school.
9. To develop educational programs to help reduce crimes against persons and property in the schools and the community.
10. To participate in the Parent-Teacher Association meetings, extra curricular activities, and athletic events as requested.
11. To enforce laws, help prevent crime and violence, and to enhance overall safety on school grounds.

**B. Personnel Assignment**

1. The selection of officers for assignment to the SRO Program shall be the responsibility of the Police Chief or his designee and the Superintendent of Schools or his designee. The principals of the secondary schools to which the officers will be assigned should be part of the selection committee.
2. Each SRO shall be assigned to one secondary school in the Baltimore County Public Schools. DARE trained officers may be assigned to teach DARE in more than one middle school.
3. The SROs will be assigned to and supervised by the supervisor of the Community Outreach Unit of a specific precinct. (Some precincts may have designated supervisors for the SRO program.)
4. In the event the principal of the school, to which the SRO is assigned, determines that the particular SRO is not effectively performing his/her duties and responsibilities, the principal will state in writing the reasons to the Superintendent. The Superintendent, or the designee, within 30 days after having received the recommendation from the principal, will inform the Chief of Police or designee of the principal's concerns. The Superintendent and the Chief of Police, or their designees, will meet with the SRO and the principal to mediate or resolve any problems of the school to which the SRO is assigned. If, within a reasonable amount of time after the commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Chief of Police, the SRO may be reassigned from the program and a replacement will be obtained.
5. The SRO/DARE officer is not a specialized assignment. The Chief of Police may dismiss or reassign an SRO based upon the Baltimore County Police Department's rules and regulations or need.
6. In the event of the resignation, dismissal, or reassignment of the SRO, the Chief of Police, or designee, will provide a replacement for the SRO within a reasonable amount of time after receiving notice of such absence, dismissal, resignation, or reassignment. If the SRO is absent from his/her school due to personal illness,

vacation, meetings, or other law enforcement reasons, the police department is not obligated to provide a substitute.

7. The SRO will primarily work a Monday through Friday schedule.
8. The SRO's schedule should closely follow the school schedule. Each SRO will report directly to the assigned school at predetermined times. The SRO's primary leave days are Saturday and Sunday. The SRO, SRO Supervisor, and school administrators collaboratively determine arrival and dismissal time for SROs. On certain occasions, the work schedule will fluctuate to permit the SRO to work extra-curricular student events (ball games, dances, etc.).
9. Each SRO shall work in full uniform at his/her assigned school. An inspection of the SRO's uniform, equipment, and vehicle will be conducted regularly by his/her precinct outreach supervisor.

C. Scope of Accountability of the SRO

1. The SRO is, first, a police officer whose primary duty is enforcement of the law.
2. Each SRO shall be familiar with the Baltimore County Public Schools Student Handbook/Code of Conduct and adhere to the principal's scope of authority in the school.
3. The SRO shall work with the principal and school personnel in his/her assigned school as an ad-hoc staff member.
  - a. Each school's principal shall have full responsibility for enforcement of school discipline and school rules and regulations.
  - b. The SRO shall be in charge during all criminal related matters and shall serve as an educational resource person in cooperation with school personnel.
  - c. The school personnel shall call 911 for assistance if the SRO is unavailable, when needed, in a law enforcement capacity or in emergency situations.
  - d. The SRO shall inform the principal in case of absence (i.e. illness, vacation, training, meetings, etc.).

D. Reporting Responsibilities of the SRO

1. The SRO shall complete investigative reports in accordance with Police Department policy. Reports shall be submitted to the SRO's supervisor at the completion of the tour of duty.



2. The SRO shall complete an Arrest Report whenever making an arrest of a student who is eighteen years of age or older. (School administration shall be notified of any arrest or removals from school.) The Arrest Report will also be submitted to the SRO's assigned department according to procedure.
3. The SRO shall complete a Juvenile Arrest Report/Referral whenever making an arrest of a student who is under eighteen years of age and submit the report in accordance with Police Department procedures. School administration shall be notified of any arrest or removal from school.
4. The SRO will forward copies of all investigative reports, arrest reports, and juvenile referrals to the Safe Schools Facilitator and the SRO Supervisor in a timely manner.
5. The SRO should maintain a daily record of their activities including programs conducted, classes taught, and counseling contacts made with students or staff during the workday. These daily reports will be kept current and used to complete the SRO Monthly Activity Report. Monthly reports will be sent to the Safe Schools Facilitator at the conclusion of each month.

## **II. GUIDELINES FOR THE SRO PROGRAM**

### **A. Confidential School Records**

The use of confidential school records by the SRO shall be prohibited except under regulated conditions. When the officer finds it necessary to utilize any school record, it shall be done only with the principal's approval. The social records of a child and his family, which include personal histories, clinical evaluations, agency reports, and other relevant private details, fall into the same category of privacy as do Juvenile Court Records and should be restricted to authorized persons only.

### **B. Professional Development and Training**

The Police Department and the school system shall work collaboratively to provide necessary ongoing training for all school resource officers. Included in this training should be knowledge of policies, procedures, and programs in schools that will help to make the resource officer's job most effective. Each SRO is expected to complete the 40-hour training program provided by the National Association of School Resource Officers. Middle school DARE instructors must complete a two week DARE training course. Police Department training shall be provided for school resource officers as deemed necessary by the Police Department.

**NON-INSTRUCTIONAL SERVICES: Purchasing Principles****1. Statement of Principles**

- a. IN COOPERATION WITH OTHER OFFICES, T[T]he Office of Purchasing IS PRIMARILY RESPONSIBLE FOR [or the Department of Facilities and Construction will negotiate] SECURING specific terms and conditions with vendors or contractors for consideration by the Board.
- b. Bids are awarded to a vendor based solely on the suitability of the product or service, price, delivery, and quality. Attempts on the part of suppliers to influence procurement decisions by offers of gifts or gratuities will be firmly rejected. [Employees of the school system may not advocate on behalf of a vendor if they have a significant financial interest in the company awarded the contract. Financial interest means ownership of any interest as the result of which the owner has received, within the past three (3) years, or is presently receiving or in the future is entitled to receive more than one thousand dollars (\$1,000.00) per year; or ownership or the ownership of securities of any kind representing or convertible into ownership of more than three (3) percent of a business entity].
- c. IF NOTIFIED BY THE ETHICS PANEL THAT A CONFLICT OF INTEREST EXISTS AS DESCRIBED IN BOARD POLICY 8363, ETHICS CODE, CONFLICT OF INTEREST, A CONTRACT WILL NOT BE AWARDED TO THE APPLICABLE INDIVIDUAL OR BUSINESS. [Bids or contracts will not be awarded to a business entity whose officers include employees of the Board if those employees have the ability to exercise a significant influence or control or will receive any additional income as a result of the contract. Business entity means any individual or organization, regardless of form, including but not limited to corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit].

**2. Purchasing Procedures**

- a. All purchases [of textbooks, computer software, and other materials] are subject to the published procedures, authority, and scrutiny of the Office of Purchasing.

- b. When purchasing educational products or services, any necessary training, including travel, must also be included in the [bid] PURCHASING PROCESS.
- c. Any requisition for textbooks[, computer software,] or other educational materials must be in accordance with the [approved] materials list approved by the appropriate office in the [Department]DIVISION of Curriculum and Instruction.
- d. [The] Baltimore County Public Schools [have] HAS no obligation to reimburse individuals for [the] independent AND UNAUTHORIZED purchaseS [of textbooks, computer software, or other educational materials].
- [e. In the event that educational materials are under consideration for purchase, whose author, publisher, or consultant is an employee (or member of the immediate family of any employee) of the Baltimore County Public Schools, the requisitioner shall disclose such known relationships on the requisition form. The requisition will then be subject to the same purchasing guidelines which apply to all other materials. This guideline will apply unless:
  - The requisitioner had inside knowledge of the specifications, quality, and quantity prior to the public knowledge of bid request The awarding of a contract to a business entity affiliated with an employee would have a direct financial impact, as distinguished from the public generally, on them or a member of their immediate family
  - The requisitioner has used the prestige of his or her office to gain advantage for a particular vendor
  - The requisitioner has responsibility for preparing, approving, or auditing a contract for the products or services--or who has the authority to commit the school system to rent, purchase, or lease facilities, services, products, or equipment--on which he or she or a member of the immediate family is bidding.]

### 3. NEGOTIATIONS WITH VENDORS

- A. THE OFFICE OF PURCHASING SHALL CONSULT WITH OTHER

DEPARTMENTS AS NECESSARY AND APPROPRIATE DURING THE DEVELOPMENT OF SPECIFIC PRICING, TERMS, AND CONDITIONS.

- B. FOR ANY CONSTRUCTION RELATED CONTRACTS, THE OFFICE OF PURCHASING SHALL CONSULT WITH THE DEPARTMENT OF PHYSICAL FACILITIES DURING THE DEVELOPMENT OF SPECIFIC PRICING, TERMS, AND CONDITIONS.
- C. ALL VENDOR AND BIDDER PROPRIETARY INFORMATION RECEIVED BY THE BALTIMORE COUNTY PUBLIC SCHOOLS SHALL BE MAINTAINED AS CONFIDENTIAL, SUBJECT TO RELEASE ONLY AS REQUIRED BY LAW.

Legal References: Annotated Code of Maryland, Education Article §5-11[0]2 Bids and §7-106 Textbooks, Materials of Instruction and Supplies

RELATED POLICIES:

- [Also see] BOARD OF EDUCATION Policy 3200, Purchases from Minority and Small Business Enterprise
- BOARD OF EDUCATION Policy 7460, Purchases from Minority Businesses
- [Department of Business Services Manual, Office of Purchasing, Policies OP 4002.2 and 4002.3]
- BOARD OF EDUCATION Policy Series 8360, Ethics Code

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

Rule Superintendent of Schools  
Approved: 10/8/96  
REVISED: 9/6/06

**NON-INSTRUCTIONAL SERVICES: Purchasing****Furniture, Fixtures & Equipment****1. Definition**

Furniture, fixtures and equipment (FF&E) includes furnishings, fixtures, and equipment necessary to equip new school projects, building renovations, or additions for student and administrative use.

**2. Budget Determination**

When a project is included in the proposed capital budget, the SUPERINTENDENT [Office of Budget and Reporting] will determine the initial FF&E funding, generally 10% of the construction estimate. For the purposes of this calculation, cost of construction does not include site acquisition, engineering and design, road improvements and other costs not directly related to the specific cost of constructing the building. If there are construction cost overruns, due to bids higher than anticipated or changes in scope during design or construction, funds may be diverted from the available FF&E amount to cover this additional expense. Conversely, FF&E funds may be increased if specific needs are demonstrated and funding is available from other project accounts.

**a. Initial FF&E Funding**

The Superintendent shall use 10% as a general guide only and this can vary according to type of project, special needs of the school, and funding availability.

**3. Eligible Expenditures**

Items that are permanently attached to the building structure are considered part of the construction portion of the budget. [Periodic audits by Baltimore County government require that items purchased with local capital funds must remain at the school for which it was funded. ]

**A. Eligible Expenses for FF&E**

Examples of items that may be purchased with FF&E funds include: desks, chairs, tables, office furniture, DESKTOP computers, NETWORK HARDWARE, [software,] cafeteria tables, and audio-visual equipment. FF&E funds may also be used for specialized items necessary to equip art,

music, SCIENCE, and technical education rooms, special education rooms, and physical education space, when those classrooms are part of the new construction, renovation, or addition.

**B. Ineligible Expenses for FF&E Funds**

If the school is building an addition, FF&E funds may not be used to purchase any items for the existing school building. Items that may not be purchased with FF&E funds include, but are not limited to: supplies and materials, textbooks, uniforms, sports equipment, some musical instruments, vehicles, laptop computers, office supplies, library books, wall mounted chalkboards, kitchen serving lines, kitchen equipment, software and related licenses for computers that are not part of the capital project.

**[C. Decision Making Authority**

The Office of Budget and Reporting shall determine the scope of FF&E funding. ]

**4. Accounting Procedures**

[The Department of Physical Facilities will initiate an activity allotment coding structure to allocate FF&E funds.] The Office of Budget and Reporting will verify THAT the FF&E amount is consistent with the appropriation and notify capital accounting the agency, project number, and dollar amount so that capital accounting can establish the FF&E objects. Budget and Reporting will notify the Office of Purchasing of the approved FF&E amount. Capital accounting will notify budget, facilities, and purchasing when the account is established and purchase orders may be processed. THE OFFICE OF Budget and Reporting will approve purchase orders to ensure the proper account codes are used.

**5. Coordination with the School**

Once the budget is approved and the project is scheduled to begin, within a few months, the Office of Budget and Reporting will coordinate the expenditure of funds with THE appropriate PRINCIPAL [representatives from the school] and representatives from the Offices of Purchasing, Facilities, the DIVISION [department] of Curriculum and Instruction, and the appropriate AREA ASSISTANT SUPERINTENDENT [Executive Directors of Schools] in advance of purchases. When a new school is being built, coordination by the Office of Budget AND REPORTING shall be initiated after the principal is appointed.

**6. Ordering Information**

- A. The principal is responsible for identifying items to be purchased with FF&E funds, and for submitting a proposed budget for all proposed FF&E expenditures to the Office of Budget and Reporting before any purchase orders can be processed.
- B. The Office of Budget and Reporting will review the purchase orders and approve as to the suitability of what is being purchased, in order to ensure that the proper account code is used, and to monitor the adopted budget.
- C. Purchase orders will then be sent to the Office of Purchasing for processing.

**7. Project Completion and Close Out**

- A. FF&E funds may be spent AS LONG AS FUNDS ARE AVAILABLE AND THE PROJECT REMAINS OPEN [for up to one year after the construction portion of the project is complete, unless an extension is granted by Budget and Reporting. Any remaining FF&E funds will be transferred back into the general project budget].
- B. The Office of Budget and Reporting will notify Capital Accounting to close the FF&E ACCOUNT [object] for the school WHEN ALL FUNDS ARE EXPENDED OR WHEN THE PROJECT MANAGER IN FACILITIES DETERMINES THAT THERE WILL BE NO ADDITIONAL CONSTRUCTION EXPENDITURES [after one year or following the amount of any extension, whichever is greater].
- C. The Office of Budget and Reporting will, upon completion of the project, notify the Office of Purchasing that no additional FF&E purchasing orders should be processed.

[See also Policy 3220, “NON-INSTRUCTIONAL SERVICES: Purchasing Services-Inventories”]

Rule  
Adopted: 9/25/69  
Revised: 7/13/99  
Revised: 6/10/03  
REVISED: 9/6/06

Superintendent of Schools