

APPROVED  
16-2003

Rockville, Maryland  
April 10, 2003

The Board of Education of Montgomery County met in regular session at the Carver Educational Services Center, Rockville, Maryland, on April 10, 2003, at 10:05 a.m.

ROLL CALL Present:                   Mrs. Patricia B. O'Neill, President  
  in the Chair  
  Mr. Kermit V. Burnett  
  Ms. Sharon Cox  
  Mr. Reginald M. Felton  
  Dr. Charles Haughey  
  Mr. Walter Lange  
  Mr. Gabe Romero  
  Mr. Mihyar Alnifaidy, Student Board Member  
  Dr. Jerry Weast, Secretary/Treasurer

Absent:           None

# or ( ) indicates student vote does not count. Four votes needed for adoption.

RESOLUTION NO. 161-03           Re:   **CLOSED SESSION**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Mr. Lange, the following resolution was adopted unanimously by members present:

WHEREAS, The Board of Education of Montgomery County is authorized by the *Education Article* and *State Government Article* of the *Annotated Code of Maryland* to conduct certain meetings or portions of its meetings in closed sessions; now therefore be it

Resolved, That the Board of Education of Montgomery County conduct portions of its closed sessions on April 10, 2003, in Room 120 from 9:00 a.m. to 10:00 a.m. and 12:00 to 2:00 p.m. to discuss the Human Resources appointments, as permitted under Section 10-508(a)(1) of the *State Government Article*; and be it further

Resolved, That the Board of Education of Montgomery County conduct a portion of its closed sessions to receive legal advice as permitted under Section 10-508(a)(7) of the *State Government Article*; and be it further

Resolved, That the Board of Education of Montgomery County dedicate part of the closed sessions on April 10, 2003, to acquit its executive functions and to adjudicate and review appeals, which is a quasi-judicial function outside the purview of the Open Meetings Act under Section 10-503(a) of the *State Government Article*; and be it further

Resolved, That portions of the meeting continue in closed session until the completion of

business.

\*\* Mrs. O'Neill announced that Mr. Burnett and Mr. Romero would join the meeting at a later time.

RESOLUTION NO. 162-03            Re:    **APPROVAL OF THE AGENDA**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

Resolved, That the Board of Education approve its agenda for April 10, 2003.

RESOLUTION NO. 163-03            Re:    **SECRETARIES WEEK**

On recommendation of the Superintendent and on motion of Mr. Lange seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

WHEREAS, Secretaries Week will be celebrated nationally the week of April 20–26, 2003; and

WHEREAS, The Board of Education wishes to recognize publicly the competence and dedication of its staff of secretarial and clerical employees and express its appreciation for their efforts in the effective, courteous, and efficient operation of the Montgomery County Public Schools; and

WHEREAS, The Board of Education thanks its secretarial staff for their contributions to excellence in education; now therefore be it

Resolved, That Secretaries Week be observed by the school system during the week of April 20–26, 2003; and be it further

Resolved, That Wednesday, April 23, 2003, be designated as Secretaries Day for the Montgomery County Public Schools.

RESOLUTION NO. 164-03            Re:    **NATIONAL VOLUNTEER WEEK**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Mr. Lange, the following resolution was adopted unanimously by members present:

WHEREAS, A goal of *Our Call To Action* is to secure the commitment of the entire community to maintain high quality education in Montgomery County by building partnerships among families, the community, business, and staff that promote and support initiatives to help all children succeed; and

WHEREAS, Every school in Montgomery County relies on volunteers to supplement and enrich programs for students; and

WHEREAS, Schools rely on both paid and volunteer staff to provide coordinated efforts to develop and manage school volunteer and partnership programs that serve staff and student needs; and

WHEREAS, Last year, 109 schools met the criteria and earned a citation of merit from the Maryland State Department of Education for an outstanding school volunteer program; and

WHEREAS, During the past school year, more than 41,700 volunteers gave over 2.7 million hours of service to staff and students and provided the equivalent hours of 1,298 full-time, 12-month employees; and

WHEREAS, If a dollar value were attached to the hours of service that volunteers provided, the sum would exceed \$44.6 million; and

WHEREAS, As volunteers share their time, energy, and experience in schools, they inspire the school and community to renew their commitment to success for every student; now therefore be it

Resolved, That on behalf of the superintendent, staff, students, and parents of the Montgomery County Public Schools, the members of the Board of Education hereby declare the week of April 27 – May 3, 2003, to be observed as National Volunteer Week.

RESOLUTION NO. 165-03      Re:    **AUTISM AWARENESS MONTH**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Mr. Felton, the following resolution was adopted unanimously by members present:

WHEREAS, April has been designated National Autism Awareness Month; and

WHEREAS, Autism is a complex developmental disability that typically appears in the first three years of life and is a lifelong condition; and

WHEREAS, Autism impacts the normal development of the brain in the areas of social interaction and communication skills resulting in difficulties in verbal and nonverbal communication, play activities, unusual responses to people, and resistance to change; and

WHEREAS, Autism and its associated behaviors have been estimated to occur in as many as one out of every 500 individuals; and

WHEREAS, Autism Awareness Month reaches out to the community to dispel myths and

misconceptions about autism, thereby making a difference in the lives of children and adults; and

WHEREAS, There are approximately 535 children diagnosed with autism who are being educated and provided for by the Montgomery County Public Schools; and

WHEREAS, The challenge of educating and nurturing autistic children can be a daunting task, but, with knowledge and compassion, persons with autism can reach their full potential; now therefore be it

Resolved, That the Montgomery County Board of Education expresses its appreciation to all who teach and work in support of individuals and families who deal daily with autism.

**Re: FINAL REPORT ON LEGISLATION**

Ms. Lori Rogovin, legislative aide, reported that the General Assembly's session ended on April 7, 2003, at midnight, and staff was still analyzing some of the bills that were passed as well as the implications of the budget. Many of the bills opposed by the Board were defeated.

**Re: REVENUE SOURCES FOR CAPITAL PROJECTS**

On motion of Mrs. O'Neill and seconded by Dr. Haughey, the following resolution was placed on the table:

WHEREAS, The County is facing a shortfall in state aid and local revenue sources, making it more difficult and problematic to meet the school system's capital needs for Fiscal Year 2004 and many years to come; and

WHEREAS, The State Board of Public Works has allocated only \$6.037 million to Montgomery County for school construction in Fiscal Year 2004, less than the \$18.45 million requested, and far less than the \$30 million on which the Fiscal Year 2004 budget was predicated by the County Council; and

WHEREAS, The Board supported County Council Emergency Bill 7-02 which, as enacted, was intended to dedicate revenue received from increasing the recordation tax to supplement other appropriated funds for renovations, modernizations; and new school construction; and

WHEREAS, There is an increasing recognition of the need to identify additional monies to address capacity and programmatic needs in the school system, as well as fund modernizations and new construction; and

WHEREAS, Additional revenue measures are now under consideration by the County

Council, including one to establish a development impact tax to pay for new and expanded public schools; now therefore be it

Resolved, That the Board of Education go on record in support of County Council efforts to identify new sources of local revenues that are dedicated for the purpose of funding capital needs and school construction.

Re: **DISCUSSION**

Mr. Felton supported the intent of the resolution, but he was concerned about the “support of County Council efforts” which was very broad. He suggested that the resolution be amended to be specific in support of “Bill 9-03 and similar bills.” Mrs. O’Neill accepted that language as a friendly amendment.

Ms. Cox asked about the credit section of Bill 9-03, and it seems that a developer could build a school or make improvements. How can MCPS ensure that its interests are covered? Mr. Lavorgna stated that the provision allows a developer contribution in building a school or addition in an effort to expedite a project. It would be subject to the school system’s approval.

Mr. Felton pointed out that this bill does not fix the situation, but it is a small beginning. Dr. Weast agreed since the school system will still delay projects.

Mrs. O’Neill asked for a fact sheet (with talking points) on County Council Bill 9-03, Development Impact Tax – School Facilities.

RESOLUTION NO. 166-03      Re: **REVENUE SOURCES FOR CAPITAL PROJECTS**

On motion of Mrs. O’Neill and seconded by Dr. Haughey, the following resolution, as amended, was adopted unanimously by members present:

WHEREAS, The County is facing a shortfall in state aid and local revenue sources, making it more difficult and problematic to meet the school system’s capital needs for Fiscal Year 2004 and many years to come; and

WHEREAS, The State Board of Public Works has allocated only \$6.037 million to Montgomery County for school construction in Fiscal Year 2004, less than the \$18.45 million requested, and far less than the \$30 million on which the Fiscal Year 2004 budget was predicated by the County Council;

WHEREAS, The Board supported County Council Emergency Bill 7-02 which, as enacted, was intended to dedicate revenue received from increasing the recordation tax to supplement other appropriated funds for renovations, modernizations; and new school construction; and

WHEREAS, There is an increasing recognition of the need to identify additional monies to address capacity and programmatic needs in the school system, as well as fund modernizations and new construction; and

WHEREAS, Additional revenue measures are now under consideration by the County Council, including one to establish a development impact tax to pay for new and expanded public schools; now therefore be it

Resolved, That the Board of Education go on record in support of County Council Bill 9-03 and similar bills intended to identify new sources of local revenues that are dedicated for the purpose of funding capital needs and school construction.

**Re: BOARD/SUPERINTENDENT COMMENTS**

Dr. Weast recognized Monica Delizo, an eighth grade student at Julius West Middle School, was named one of Maryland's two top youth volunteers for 2003 by the Prudential Spirit of Community Awards program. The nationwide program recognized Monica with \$1,000 and an engraved silver medallion for organizing a school-wide book drive that collected more than 3,700 books for needy children. The books were donated to a local chapter of Boys and Girls Clubs and Ronald McDonald House at NIH.

At the National School Boards Association conference last weekend, Mr. Felton, Acting Chief of Police William O'Toole, and Dr. Weast made a presentation on school-community collaboration in time of crisis. Montgomery County has learned a lot about emergency preparedness in the last year and a half. The sniper incident, in particular, has honed our skills in responding to crisis.

Dr. Weast congratulated the participants and supporters of the Wheaton Career Shadowing Program, which held its annual celebration breakfast yesterday. This program is the result of a partnership lasting more than a decade between Wheaton High School and the Wheaton-Kensington Chamber of Commerce. It is an outstanding example of how community organizations can work closely with schools to provide opportunities that help students shape their career goals.

Dr. Weast pointed out another example of great community support is a recent educational field trip provided by the MCT Federal Credit Union in Derwood. Gaithersburg High School special education students in the Life Skills program were invited to tour the Credit Union by MCT's financial service center manager, Loretta Griffin. They learned how to open a savings account and became familiar with the setting and procedures necessary to accomplish the financial transactions that these students will need to be independent.

Dr. Weast congratulated the student athletes and their coaches who participated in winter sports especially the following state championship teams:

1. Winston Churchill High School 4A girls basketball  
Coach Pat Fisher (2nd consecutive championship)
2. Paint Branch High School 3A/2A boys indoor track  
Coach Steve Bettis
3. Poolesville High School 2A/1A girls indoor track  
Coach Scott Mathias (3rd consecutive championship)

Mr. Felton commented on the NAACP Youth Summit which was a terrific opportunity for students to talk to county leaders. At the NSBA Conference, MCPS shared with other school systems the sniper crisis and emergency preparedness.

Dr. Haughey attended the celebration of the Month of the Young Child at Lakeforest Mall which was a joyful occasion. The National Science Foundation Grant to create a new learning community was kicked off at the University of Maryland/Shady Grove. The League of Women Voters discussed an analysis of high stakes testing.

Mr. Alnifaidy commented on the NAACP Youth Summit with leaders of the county. The student Board member will be elected today. The NSBA Conference was a great opportunity to meet with other student board members.

Mr. Lange thought the NSBA Conference was a tremendous learning opportunity from workshops and sharing experiences with representatives from other school systems. Many volunteers testified before the County Council on the operating budget. He had visited Bel Pre Elementary School \, and he was impressed with their slogan – Nothing Without Joy.

Ms. Cox noted that the NSBA Conference reflected that there is a large community dedicated to the education of children.

Mrs. O'Neill had attended the Montgomery County Education Foundation scholarship fundraiser for the children of sniper victims. Also, she attended the dedication of the Cyber Café at Bethesda-Chevy Chase High School. She was present at the Wood Acres Elementary School rededication for the modernization. Finally, she reported that she spoke at the Bradley Hills Presbyterian Church where there is an alternative suspension program.

Re: **PUBLIC COMMENTS**

The following people testified before the Board of Education:

- | <u>Person</u>  | <u>Topic</u>      |
|----------------|-------------------|
| 1. Manette Niu | Chinese Immersion |

- 2. Shonda Leonard Chinese Immersion
- 3. Neil Clarke Chinese Immersion
- 4. Lucille Ste-Marie Chinese Immersion
- 5. Janis Sartucci Chinese Immersion
- 6. Carlotta Wells Chinese Immersion
- 7. Holly Hand Chinese Immersion
- 8. Carl Bretscher Chinese Immersion
- 9. Ellen Liberman Chinese Immersion
- 10. Nick Petrick Chinese Immersion
- 11. Liz Roth Autism Awareness

Re: **BOARD OF EDUCATION'S MISSION STATEMENT**

On motion of Ms. Cox and seconded by Mr. Lange, the following resolution was placed on the table:

WHEREAS, The Board of Education met on February 9, 2003, to discuss the development of a mission statement for the Board of Education, at which time an ad hoc committee was designated by the President to make a recommendation; and

WHEREAS, The ad hoc committee--comprised of Sharon Cox, Reginald Felton, and Gabriel Romero--met on March 27, 2003, and unanimously recommends the following mission statement for the Board's consideration; now therefore be it

Resolved, That the Board hereby adopts as its mission statement:

The mission of the Montgomery County Board of Education is to provide leadership and oversight for a quality educational system with community-supported goals, policies, and resources committed to benefit our growing and diverse student population.

RESOLUTION NO. 167-03 Re: **AN AMENDMENT TO THE BOARD OF EDUCATION'S MISSION STATEMENT**

On motion of Dr. Haughey and seconded by Mr. Lange, the following amendment was adopted unanimously by members present:

Resolved, That the Board of Education add the word "high" before quality.

RESOLUTION NO. 168-03 Re: **BOARD OF EDUCATION'S MISSION STATEMENT**

On motion of Ms. Cox and seconded by Mr. Lange, the following resolution, as amended, was adopted unanimously by members present:

WHEREAS, The Board of Education met on February 9, 2003, to discuss the development of a mission statement for the Board of Education, at which time an ad hoc committee was designated by the President to make a recommendation; and

WHEREAS, The ad hoc committee--comprised of Sharon Cox, Reginald Felton, and Gabriel Romero--met on March 27, 2003, and unanimously recommends the following mission statement for the Board's consideration; now therefore be it

Resolved, That the Board hereby adopts as its mission statement:

The mission of the Montgomery County Board of Education is to provide leadership and oversight for a high quality educational system with community-supported goals, policies, and resources committed to benefit our growing and diverse student population.

Re: **LUNCH AND CLOSED SESSION**

The Board of Education adjourned for lunch and closed session from 12:10 to 2:00 p.m.

\*\* Mr. Romero joined the meeting at this point.

RESOLUTION NO. 169-03 Re: **PROCUREMENT CONTRACTS OF \$25,000 OR MORE**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:#

WHEREAS, Funds have been budgeted for the purchase of equipment, supplies, and contractual services; now therefore be it

Resolved, That having been duly advertised, the following contracts be awarded to the low bidders meeting specifications shown for the bids, as follows:

9915-DCES	Mobile/Wireless Dispatch Communication and Services—Extension	
	<u>Awardees</u>	
	Cingular Wireless	\$ 25,000
	Nextel	<u>128,000</u>
	Total	\$ 153,000
1085.1	Third Party Billing—Extension	
	<u>Awardee</u>	
	Dawkins Medical Management	\$ 200,000

1131.3	Alcohol/Drug Testing Program Services	
	<u>Awardees</u>	
	American Business Medical Services	
	Corporate Occupational Health Solutions, LLC*	
	Secure Medical Care*	
	Total	\$ 60,000
4061.2	Modular Computer Furniture—Extension	
	<u>Awardees</u>	
	Douron, Inc.*	\$ 337,250
	Landon Systems Corporation	194,496
	Library Store, Ltd.	542
	Spectrum Industries, Inc.	<u>3,086</u>
	Total	\$ 535,374
4099.2	Fire Alarm Parts	
	<u>Awardees</u>	
	ADI*	\$ 21,168
	Alarmax Distributors, Inc.	53,276
	Honeywell Security Solutions	10,019
	Tri-Ed Distribution, Inc.	<u>13,020</u>
	Total	\$ 97,483
4120.3	Office Papers	
	<u>Awardees</u>	
	Boise Cascade Office Products	\$ 140,552
	Frank Parsons Paper Company, Inc.	424,789
	Lindenmeyr Munroe	1,457,195
	RIS Paper Company, Inc.	47,350
	Savin Corporation	116,844
	Unisource	<u>245,674</u>
	Total	\$2,432,404
7106.2	Forklift for the Division of Food and Nutrition Services	
	<u>Awardee</u>	
	Werres Corporation	\$ 27,138
7122.1	Vehicle Glass Repair and Replacement	

	<u>Awardee</u>	
	Banner Glass	\$ 57,500
9016.3	Electrical Supplies and Equipment	
	<u>Awardees</u>	
	CN Robinson Lighting Supply Company	\$ 85,967
	Grainger, Inc.	1,788
	Graybar Electric Company, Inc.	11,671
	Maurice Electric Supply Company, Inc.	20,488
	United Electric Supply	<u>415,257</u>
	Total	\$ 535,171
9051.3	Athletic Cheerleader and Pom Pon Uniforms—Extension	
	<u>Awardees</u>	
	Anaconda Sports, Inc.	\$ 14,665
	Athletic House	29,330
	Cisco, Inc.	6,517
	EBA Sports*	21,182
	Marlow Sports, Inc.	197,162
	Varsity Spirit Fashions	19,550
	Yorktowne Sports	<u>79,842</u>
	Total	\$ 368,248
9081.1	Installation of Playground Border Boxing—Extension	
	<u>Awardee</u>	
	Custom Park Services, Inc.	\$ 37,500
9084.1	Physical Education Supplies and Equipment	
	<u>Awardees</u>	
	ADA, Inc.	\$ 1,039
	Aluminum Athletic Equipment Company	210
	Anaconda Sports, Inc.	5,771
	Baden Sports, Inc	1,432
	Cannon Sports, Inc.*	25,610
	Dollamur	23,320
	DVE	69,902
	Gill Sports Corporation	9,063
	Gopher Athletic Sports	1,530
	Marlow Sports, Inc.*	50,509

	MF Athletic Company	3,585
	Passons Sports	146,201
	Rock Terrace High School	2,970
	Sportime Select Service & Supplies	7,560
	Sportmaster Recreation Equipment	29,005
	Sports Imports, Inc.	42,903
	Sports Stop, Inc.	23,254
	The Scale People, Inc.	5,400
	Tiffin Athletic Mats, Inc.	<u>6,792</u>
	Total	\$ 456,056
9031.1	Installation of Carpeting, Resilient Flooring, and Accessories Replacement—Extension**	
	<u>Awardees</u>	
	Carpet Experts, Inc.*	\$ 146,000
	Interiors Unlimited, Inc.*	484,000
	L & R Enterprises T/A Teprac	<u>77,500</u>
	Total	\$ 707,500
9348.1	Chiller/Cooling Tower Replacement at John T. Baker Middle School**	
	<u>Awardee</u>	
	Calvert Mechanical, Inc.*	\$ 205,638
9349.1	Powered Telescopic Seating System Replacement at Paint Branch High School**	
	<u>Awardee</u>	
	TJ Distributor, Inc.	\$ 91,900
	TOTAL PROCUREMENT CONTRACTS OVER \$25,000	\$5,964,912
*	Denotes Minority-, Female-, or Disabled-owned Business	
**	Planned Life-cycle Asset Replacement Bid (PLAR)	

RESOLUTION NO. 170-03

Re: **AWARD OF CONTRACT – OWNERS REPRESENTATIVE FOR ROCKY HILL MIDDLE SCHOOL**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by

Ms. Cox, the following resolution was adopted unanimously by members present:#

WHEREAS, On January 14, 2003, a construction contract was awarded to complete the Rocky Hill Middle School replacement school project; and

WHEREAS, The timely completion of the replacement school is essential to ensure that the current building is converted to a high school facility to provide relief for overcrowding in the Clarksburg/Damascus service areas; and

WHEREAS, Staff has recommended that a construction management firm be engaged to provide critical path scheduling and oversight/owner representation services for the new school project; and

WHEREAS, A selection committee, consisting of facilities and planning staff, reviewed the credentials of qualified firms and recommended Bovis Lend Lease, Inc., to provide these services; now therefore be it

Resolved, That a contract to provide scheduling oversight and owner representative services be awarded to Bovis Lend Lease, Inc., in the amount of \$297,000 for the Rocky Hill Middle School replacement facility.

RESOLUTION NO. 171-03      Re:    **AWARD OF CONTRACT – LEASING OF RELOCATABLE CLASSROOM BUILDINGS**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:#

WHEREAS, Funds have been appropriated in the FY 2003 Capital Budget for relocatable classroom buildings to accommodate growth; and

WHEREAS, Enrollment projections indicate that approximately 60 additional relocatable classroom buildings are required for the FY 2003–2004 school year; and

WHEREAS, The following unit price bids were received on March 20, 2003, for the delivery and leasing of relocatable classroom buildings:

<u>Bidder</u>	<u>Monthly Lease</u>	<u>Delivery</u>
G. E. Capital Modular Space, Inc.	\$350	Included
Williams Scotman, Inc.	350	Included
Modular Technologies, Inc.	316	\$2,828
Resun Leasing, Inc.	359	Included
EMH Environmental, Inc.	465	\$655

and

WHEREAS, Two firms submitted identical prices; however, the bid from Williams Scotman, Inc., was non-responsive, because it excluded certain conditions of the bid requirements; now therefore be it

Resolved, That a 5-year lease for 60 relocatable classroom buildings be awarded in the amount of \$1,260,000 to G. E. Capital Modular Space, Inc., in the amount of the stipulated lease terms with the option to lease additional units at the unit price cost.

RESOLUTION NO. 172-03                      Re:    **ARCHITECTURAL APPOINTMENTS – AMERICANS WITH DISABILITIES ACT MODIFICATIONS**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

WHEREAS, Funds are appropriated annually in the Capital Improvements Program to provide improved accessibility for the disabled at various schools, both on a systematic basis and as individual needs become known; and

WHEREAS, Accessibility modifications include improvements to internal and external entrances, parking lots, rest rooms, wheelchair lifts, elevators, signage, and alarm/communications systems; and

WHEREAS, It is necessary to appoint architectural firms to provide architectural and engineering services on an as-needed basis to respond to program accessibility modification requirements at various schools; and

WHEREAS, An Architect Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, selected Murray and Associates, Architects, and Mills Clagett & Wening Chartered to provide the necessary professional architectural and engineering services; and

WHEREAS, Project specific fees for the necessary architectural and engineering services will be negotiated based upon the size and complexity of the work; now therefore be it

Resolved, That the Montgomery County Board of Education enter into contractual agreements with the architectural firms of Murray & Associates, Architects, and Mills Clagett & Wening Chartered to provide professional architectural and engineering services as requirements arise with the aggregate contract amounts not to exceed \$200,000.

RESOLUTION NO. 173-03                      Re:    **CONSULTANT APPOINTMENTS – ENGINEERING SERVICES FOR IMPROVED VEHICULAR ACCESS**

**AT VARIOUS SCHOOL SITES**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:#

WHEREAS, Funds are appropriated annually in the Capital Improvements Program to provide improved vehicular and pedestrian access at various school sites, both on a systematic basis and as individual needs become known; and

WHEREAS, Improved access projects may involve the widening of a street or roadway, obtaining rights-of-way for school access or exit, or adding or changing entrances and exits at various schools; and

WHEREAS, A. Morton Thomas, Inc., and The Traffic Group, Inc., have agreed to continue to provide necessary engineering services at the previous year's negotiated rates; now therefore be it

Resolved, That the Montgomery County Board of Education extend the contractual agreements with the engineering firms of A. Morton Thomas, Inc., and The Traffic Group, Inc., for a period of one year to provide professional engineering services for improved vehicular access at various school sites as needs arise, with project fees to be negotiated on an individual basis.

RESOLUTION NO. 174-03            Re:    **ARCHITECTURAL APPOINTMENT – WATKINS  
MILL ELEMENTARY SCHOOL ADDITION  
FEASIBILITY STUDY**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

WHEREAS, It is necessary to appoint an architectural firm to provide professional and technical services to conduct a design feasibility study of the Watkins Mill Elementary School addition; and

WHEREAS, Funds for feasibility planning have been allocated as part of the FY 2003 Capital Budget; and

WHEREAS, An Architect Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, selected Cho Benn Holback + Associates to provide the necessary professional architectural and engineering services; and

WHEREAS, Staff has negotiated a fee for the architectural services; now therefore be it

Resolved, That the Montgomery County Board of Education enter into a contractual

agreement with Cho Benn Holback + Associates to provide professional architectural services for the Watkins Mill Elementary School feasibility study project for a fee of \$30,000.

RESOLUTION NO. 175-03            Re: **ACCEPTANCE OF WALT WHITMAN HIGH SCHOOL**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

WHEREAS, Walt Whitman High School was inspected on March 7, 2003; now therefore be it

Resolved, That the official date of completion be established as that date upon which formal notice is received from the architect that the building has been completed in accordance with the plans and specifications and all contract requirements have been met.

RESOLUTION NO. 176-03            Re: **ACCEPTANCE OF NEWPORT MILL MIDDLE SCHOOL**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

WHEREAS, Newport Middle School was inspected on March 17, 2003; now therefore be it

Resolved, That the official date of completion be established as that date upon which formal notice is received from the architect that the building has been completed in accordance with the plans and specifications and all contract requirements have been met.

RESOLUTION NO. 177-03            Re: **UTILIZATION OF FY 2003 PROVISION FOR FUTURE SUPPORTED PROJECT FUNDS**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:#

WHEREAS, The above-noted grants qualify for a transfer of appropriation from the Provision for Future Supported Projects pursuant to the provisions of County Council Resolution No. 14-1270, approved May 23, 2002; and

WHEREAS, The above-noted programs do not require any present or future county funds; and

WHEREAS, Sufficient appropriation is available, within the FY 2003 Provision for Future Supported Projects, to permit the above-noted transfers within state categories; now

therefore be it

Resolved, That the superintendent of schools be authorized to receive and expend, within the FY 2003 Provision for Future Supported Projects, as specified below:

<u>Project</u>	<u>Amount</u>
Partnership for an Advanced Computational Infrastructure at Montgomery Blair High School	\$ 110,000
Project Lead The Way—Tech Prep Incentive Grant	22,201
High Schools That Work—Tech Prep Incentive Grant	10,940
National Academy of Information Technology—Tech Prep Incentive Grant	14,982
Head Start Extended Year Program	141,352
Consolidated Education Grant	38,368
Sharing Preschool Perspectives	<u>10,000</u>
Total	<u>\$ 347,843</u>

and be it further

Resolved, That a copy of this resolution be sent to the county executive and County Council.

RESOLUTION NO. 178-03      Re:    **APPOINTMENT**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Ms. Cox, the following resolution was adopted unanimously by members present:

Resolved, That the following personnel appointment be approved effective May 5, 2003:

<u>Appointment</u>	<u>Current Position</u>	<u>As</u>
Carey M. Wright	Director, Office of Special Education and Student Services Howard County Public Schools	Associate Superintendent, Office of Student and Community Services

Re:    **MONTHLY FINANCIAL REPORT**

Mr. Bowers reported that this report reflects the projected financial condition through February 28, 2003, based on program requirements and estimates made by primary and secondary account managers. At this time, revenues have a projected surplus of \$2,139,809 while expenses have a projected surplus of \$900,000.

Mr. Felton requested information on the following: (1) cost of snow removal snow removal,

(2) federal emergency aid for sniper incident and snow emergency, and (3) the cost of adding April 21 as an instructional day.

Mr. Felton asked how the school system tracks data on the homeless, and what are the transportation costs.

**RESOLUTION NO. 179-03            Re:    APPROVAL OF INSTRUCTIONAL MATERIALS**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Dr. Haughey, the following resolution was adopted unanimously by members present:

WHEREAS, Maryland COMAR 13A.04.18 requires each local school system to provide an instructional program in comprehensive health education for each year in Grades K–8, and to offer a program in Grades 9–12 that enables students to select health education electives; and

WHEREAS, Maryland COMAR 13A.04.18 requires each local school system to appoint a joint committee of educators and representatives of the community that shall examine all instructional materials proposed for use in schools; and

WHEREAS, Maryland COMAR 13A.04.18 further requires that the committee's recommendations shall be submitted to the local superintendent of schools and the local Board of Education for final action; now therefore be it

Resolved, That the Board of Education approve the attached list of instructional materials that were reviewed and evaluated during the 2001–2002 school year for use in the MCPS Family Life and Human Development program by its Citizens' Advisory Committee on Family Life and Human Development.

<b>Material Reviewed</b>	<b>Recommendation</b>	<b>Yea</b>	<b>Nay</b>	<b>Abs</b>
<b>October 4, 2001</b>				
Resistance: Preventing Teen Fatherhood (video) NIMCO, 1998 Grades 9–12	Highly recommended	7	0	0
<b>December 6, 2001</b>				
Why Abstinence? The Price of Casual Sex (video) Human Relations Media, 2001 Grades 9–12	Not recommended	7	1	0
Diary of a Teenage Mother (video)	Not recommended	8	0	0

Sunburst Communications, 1996 Grades 9–12				
<b>January 10, 2002</b>				
Sex and Other Matters of Life and Death (video) AGC United Learning, 1996 Grades 9–12	Recommended	6	3	0
<b>February 7, 2002</b>				
Methods of Birth Control, Excluding Abortion (video) NIMCO, 1998 Grades 9–12	Not recommended	8	0	0
I Never Thought it Would Be Like This (video) NIMCO, 1997 Grades 9–12	Not recommended. Video aimed at low-literate adults in a clinical setting.	8	0	0
<b>April 11, 2002</b>				
Life Sciences on File (Instructional Material) The Diagram Group, 1999 Grades 9–12	Highly recommended	8	0	0

**Re: UPDATE ON THE CURRICULUM  
IMPLEMENTATION PROCESS**

Dr. Weast invited the following people to the table: Mr. Dale E. Fulton, associate superintendent for curriculum and instructional programs; Mrs. Betty Collins, director of staff development initiatives; Mr. Donald Kress, coordinating community superintendent; Ms. Hilarie Rooney, principal, Laytonsville Elementary School; and Mr. Aaron Tark, Grade 4 teacher, Westover Elementary School.

The curriculum implementation process has been a collaboration among the offices of Curriculum and Instructional Programs, School Performance, and Staff Development. This process includes the development of instructional guides; use of the guides, textbooks and other instructional resources; professional development; monitoring; community outreach; and review and revision based on feedback.

Based on our capacity to provide professional development, monitor implementation, purchase textbooks and other resources, and develop instructional guides, the revised curriculum was rolled out to schools during the 2002–2003 school year as follows:

<b>READING/LANGUAGE ARTS</b>	<b>SOCIAL STUDIES</b>	<b>MATHEMATICS</b>
Grades 1 and 2	Grades 5 and 6	Grades 1 and 2
Reading 7		Grades 3–5 phase-in <ul style="list-style-type: none"> <li>• 16 Title I schools</li> <li>• 6 additional schools</li> </ul>
English 8		Math A, B, and C

One of the essential requirements to any curriculum implementation is the integrity of the framework upon which the curriculum is designed. Achieve, Inc., an independent, nonprofit, bipartisan organization, created by the nation's governors and business leaders following the 1996 National Education Summit, found that, overall, the MCPS Curriculum Frameworks in English and mathematics are comprehensive and contain the core knowledge and skills found in high-quality curriculum guides. Along with its commendations, Achieve, Inc., provided specific recommendations for improvements that are being carefully reviewed and implemented.

Throughout this school year, staff in the offices of Curriculum and Instructional Programs (OCIP), Staff Development, and School Performance has met with myriad stakeholder groups to gather feedback on the curriculum implementation. Groups include the Montgomery County Education Association Councils on Teaching and Learning, other classroom teachers who have used the electronic conference folder, principals, local school and cluster PTAs, and a variety of community organizations. In addition, each of the OCIP program supervisors meets regularly with a content-specific curriculum advisory group.

As we learned from the implementation of the revised kindergarten curriculum over two years ago, some of the frustration and concern over the mathematics curriculum was, in fact, a natural reaction to the change process. However, as the feedback from our teachers, principals, and parents was being carefully reviewed, the following issues surfaced repeatedly regarding the mathematics curriculum:

- Lack of training for Grades 3–5 mathematics implementation
- Lack of textbooks and instructional resources for Grades 3–5 mathematics implementation for schools not in Title I or phase-in schools
- Sequence of mathematical content at each grade level
- Memorization of basic facts
- Alignment between assessments and instruction, developmental appropriateness of assessments, and emphasis on writing required by assessments
- Expectation that all students receive grade-level instruction
- Timeliness of arrival of instructional units in schools
- Number of indicators per grade and pacing of curriculum

The Councils on Teaching and Learning and the Elementary Principals Action Team told

us that teachers were working as hard as they could. They were beginning to see the benefits of the rigor and high expectations of the curriculum and were making more effective use of the instructional guides, including the assessments. At the same time, they asked for more training. They said that teachers could handle only so much change and urged us to slow down the implementation of additional curriculum. As a result of this feedback, the implementation plan for 2003–2004 was revised. The implementation of the reading/language arts curriculum for Grades 4 and 5 was postponed, as was the implementation of social studies for Grades 1 and 2.

We learned a great deal from undertaking a massive revised curriculum implementation. The implementation moved too quickly in response to the urgency felt to help students and teachers gain access to a very exciting and promising standards-based program. The eagerness for improvements exceeded the resources and capacity to meet the requirement of such a massive reform effort.

As we have said each time that we update the Board of Education, curriculum implementation is a process and not an event. Through your guidance, Policy IKA, *Curriculum*, ensures that for the implementation of any new or revised curriculum, professional development is well planned and ongoing, and the implementation is monitored, reviewed, and revised accordingly. We will continue to seek out and listen to the feedback from our many stakeholders.

\*\* Mr. Burnett joined the meeting at this point.

Re: **DISCUSSION**

Mrs. O'Neill mentioned that there had been a lot of discussion about the math curriculum implementation. What is MCPS doing to evaluate the evenness of instruction throughout a building? Mr. Fulton thought that was part of collaboration working with the Office of School Performance (OSP) to support the school's staff, especially with training.

Mrs. O'Neill stated that teachers were excited about the math textbook, *Everyday Math*. There is a workbook that accompanies the textbook. Mr. Fulton pointed out that MCPS never had the textbooks in the early grades, and it was difficult for parents to help their children with homework.

Mrs. O'Neill thought it would have helped if her daughter had had a textbook. Also, a teacher who had been an excellent reading teacher, did not have the confidence to teach math. With a focus on math training, the teacher was energized and her students were performing well.

Dr. Haughey noted that changes are always costly due to the need for resources and time. After the process is implemented, improvement can be assessed.

Mr. Romero was pleased that the curriculum was a continuum involving all parties. During the transition year, what were some of the strengths of the curriculum and frustrations in the classroom? Mr. Tark replied that the good things were that there is a guide/roadmap to tell him where he is going and whether to accelerate or reteach parts of the curriculum. However, change was hard. But with training and understanding of the curriculum, it will be a good program, especially with the pre- and post-assessments to monitor where students are and how to plan instruction.

Mr. Romero asked how teachers report to the parents. Mr. Tark explained that the best way is to have a conference with the parents and explain the data – where the student is, what they are doing, and where they are going.

Mr. Romero asked about administrators observing the instruction in the school. Mr. Kress replied that the good things are that teachers know what needs to be done. The frustrations are around time, such as delivery of materials and emergencies of the sniper and snow. Dr. Weast added that cost, capacity, and time are the enemies to curriculum implementation.

Mr. Lange stated that he was impressed by the curriculum implementation when talking to principals and teachers. Last summer 1,800 teachers were trained, he was concerned about the training of replacement teachers, and what is the plan to train them. Ms. Collins stated that there are school-based training teams provide support as well as consulting teachers.

Mr. Lange was concerned about the readiness of students to learn in terms of study skills. Mr. Fulton explained that staff was looking at the strategies necessary for students to be successful which are integrated into the curriculum.

Mr. Lange asked when all elementary schools have the full capability of the instructional management system. Staff from the Office of Global Access Technology explained that kindergarten through second grade will be able to use the data. It is available to all elementary schools at the present time, but training of staff has not been completed.

Ms. Cox complimented staff on aligning the white paper with the policy because it is important for the community to know what generates change. There is data available to identify students for acceleration or remediation. What do principals look for to ensure that teachers are working with their students to do both? Ms. Rooney replied that the teachers have team meetings with the principal to identify students for individualized instruction. Also, there are areas where the curriculum or teaching must be addressed to assure that the students learn the information.

Ms. Cox asked how staff is confident that children are accelerated when it is required. Mr. Kress replied that there should be small groups working on guided instruction. There should be evidence of different levels of instruction. Also, the principal should monitor

acceleration as well as remediation.

Ms. Cox requested a timeline on when the instructional management system will be available to parents. Staff will provide updated information.

Ms. Cox asked how many teachers took advantage of training when it is voluntary. Mr. Fulton stated that it has been a low turnout. Ms. Collins added that the training was after school and at the end of semester' therefore, it was a timing issue. Ms. Cox asked if special education ESOL teachers are included in training. Mr. Fulton stated that they are always included in training.

Ms. Cox asked if the federally-funded math content coaches could be moved from school to school and are they evaluated. Will a report come to the Board? Mr. Fulton replied that the positions are reevaluated to determine where they are needed and demonstrate their effectiveness.

Mr. Felton remarked that curriculum is the core of the Board's business, and he was excited about what is being done since it is educational reform. Now that the school system knows what creates a learning environment and costs to deliver curriculum successfully, how do educators teach the curriculum where there is significant student turnover? What can the school system do in the interim until support is built for all teachers? Ms. Rooney replied that consistency throughout the school system will help all mobile students.

Mr. Felton asked how the school system can explain the curriculum reform to the community and parents, and why it is important. Mr. Fulton thought it would be through it would not be in one presentation, but an ongoing process.

Mr. Burnett believed that it is important to reach out to the community to that they understand the process and the change in instruction. The proof will be when children improve their learning and achieve success. The parents do not care what was changed. They want a quality system where their children are successful. Mr. Burnett pointed out that funding will be issue, and the school system will need to make choices on what can be done and when.

**Re: FINAL ACTION ON THE CHINESE IMMERSION  
PROGRAM PROPOSAL**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Mr. Felton, the following resolution was placed on the table:

WHEREAS, On February 6, 2003, the Board of Education adopted unanimously a proposal to open the Chinese immersion programs at Potomac Elementary School and Herbert Hoover Middle School to students outside the prospective attendance area; and

WHEREAS, Legal counsel has reviewed the proposal for legal sufficiency; and

WHEREAS, Based on the legal review, there is no impediment to the proposal; and

WHEREAS, Staff from the Office of School Performance and the Office of Curriculum and Instructional Programs has met with stakeholder groups and discussed the issues related to this proposal; now therefore be it

Resolved, That open slots in the Chinese Immersion Program in kindergarten and Grade 1 at Potomac Elementary School shall be opened to a lottery-based transfer process beginning in the 2003–2004 school year to students outside the Potomac Elementary School service area, reserving at least two slots at each grade; and be it further

Resolved, That open slots in the Herbert Hoover Middle School Chinese Immersion Program shall be open to a lottery-based transfer process beginning in the 2004–2005 school year to students outside the Herbert Hoover Middle School service area; and be it further

Resolved, That staff in the Office of Curriculum and Instructional Programs will develop a Chinese immersion proficiency assessment that will be used to determine eligibility for students seeking admission to the program after Grade 1.

Re: **DISCUSSION**

Mr. Lange asked why a proficiency assessment had to be developed. Mr. Fulton stated that the students in the Chinese immersion program are learning MCPS curriculum in Chinese, which makes it a unique assessment. The test is necessary to assess the proficiency of students who had five years in Chinese immersion, and there needs to be validation of the proficiency.

Mr. Burnett asked what would be required to develop the proficiency test. Mr. Fulton stated that developing tests in foreign languages is very time consuming, staff intensive, and costly.

Mrs. O'Neill pointed out that there is attrition as the immersion students move to middle school, and there is a study group to examine foreign language options in middle schools.

Mr. Felton asked why there were only two slots for students outside the attendance area. Mr. Fulton replied that based on current enrollment and history, two slots could be guaranteed as a minimum for these students.

Mr. Burnett asked if the deadline for applying to the program was the same for all parents. Mr. Fulton stated that after Board approval, staff will develop a timeline.

Dr. Haughey remarked about the empty slots at the middle school level, and asked why the present proposal does not address that issue.

Ms. Cox thought the issue was the lack of availability of the Chinese immersion program outside of Potomac Elementary School. Potomac and Hoover are not interested in more students. If a new program was started, it would begin with kindergarten and first grade.

Mr. Mark Kelsch, community superintendent, reported that the proposal supports filling middle school programs to the maximum, and a year delay is requested so that students will be tested prior to entering the program in higher grades.

Mrs. O'Neill was concerned that slots could be filled initially by students who were not committed to the program, and there would be attrition in grades three and beyond. Mr. Fulton agreed the proposal was a half-way measure, and it is the intention of staff to fund an open Chinese immersion program open to all county students.

Mr. Burnett asked if the proficiency test was for language or curriculum. Mr. Fulton replied that it was a language assessment since the program is not for children who can initially read and write Chinese.

RESOLUTION NO. 180-03            Re:    **AN AMENDMENT TO THE FINAL ACTION ON THE  
CHINESE IMMERSION PROGRAM PROPOSAL**

On motion of Ms. Cox and seconded by Mr. Lange, the following amendment was adopted with Mr. Alnifaidy, Mr. Burnett, Ms. Cox, Mr. Felton, Dr. Haughey, Mr. Lange, and Mrs. O'Neill voting in the affirmative; Mr. Romero voting in the negative:

Resolved, That open slots in the Herbert Hoover Middle School Chinese Immersion Program **may** be open **based on the recommendations of a study group** to a lottery-based transfer process beginning in the 2004–2005 school year to students outside the Herbert Hoover Middle School service area.

Re:    **AN AMENDMENT TO THE FINAL ACTION ON THE  
CHINESE IMMERSION PROGRAM PROPOSAL**

On motion of Mr. Burnett and seconded by Ms. Cox, the following amendment failed with Mr. Alnifaidy, Mr. Burnett, Ms. Cox, and Mr. Felton voting in the affirmative; Dr. Haughey, Mr. Lange, Mrs. O'Neill, and Mr. Romero voting in the negative:

Resolved, That open slots in the Chinese Immersion Program in kindergarten and Grade 1 at Potomac Elementary School shall be opened to a lottery-based transfer process beginning in the 2003–2004 school year to students outside the Potomac Elementary School service area, reserving

at least ~~two~~ **three** slots at each grade.

RESOLUTION NO. 181-03

Re: **FINAL ACTION ON THE CHINESE IMMERSION PROGRAM PROPOSAL**

On recommendation of the Superintendent and on motion of Ms. Cox seconded by Mr. Felton, the following resolution was adopted unanimously:

WHEREAS, On February 6, 2003, the Board of Education adopted unanimously a proposal to open the Chinese immersion programs at Potomac Elementary School and Herbert Hoover Middle School to students outside the prospective attendance area; and

WHEREAS, Legal counsel has reviewed the proposal for legal sufficiency; and

WHEREAS, Based on the legal review, there is no impediment to the proposal; and

WHEREAS, Staff from the Office of School Performance and the Office of Curriculum and Instructional Programs has met with stakeholder groups and discussed the issues related to this proposal; now therefore be it

Resolved, That open slots in the Chinese Immersion Program in kindergarten and Grade 1 at Potomac Elementary School shall be opened to a lottery-based transfer process beginning in the 2003–2004 school year to students outside the Potomac Elementary School service area, reserving at least two slots at each grade; and be it further

Resolved, That open slots in the Herbert Hoover Middle School Chinese Immersion Program may be open based on the recommendations of a study group to a lottery-based transfer process beginning in the 2004–2005 school year to students outside the Herbert Hoover Middle School service area; and be it further

Resolved, That staff in the Office of Curriculum and Instructional Programs will develop a Chinese immersion proficiency assessment that will be used to determine eligibility for students seeking admission to the program after Grade 1.

RESOLUTION NO. 182-03

Re: **CLOSED SESSION RESOLUTION**

On recommendation of the Superintendent and on motion of Mr. Felton seconded by Mr. Burnett, the following resolution was adopted unanimously:

WHEREAS, The Board of Education of Montgomery County is authorized by the *Education Article* and *State Government Article of the Annotated Code of Maryland* to conduct certain meetings or portions of its meetings in closed sessions; now therefore be it

Resolved, That the Board of Education of Montgomery County conduct a closed session on Wednesday, April 23, 2003, in Room 120 of the Carver Educational Services Center to meet from 7:00 to 7:30 p.m. to discuss personnel matters, as permitted under Section 10-508(a)(1) of the *State Government Article*, consult with counsel to obtain legal advice, as permitted by Section 10-508(a)(7) of the *State Government Article*; review and adjudicate appeals in its quasi-judicial capacity; and to discuss matters of an executive function outside the purview of the Open Meetings Act (Section 10-503(a) of the *State Government Article*); and be it further

Resolved, That such meetings shall continue in closed session until the completion of business.

**Re: REPORT OF CLOSED SESSION**

On March 24, 2003, by unanimous vote of members present, the Board of Education voted to conduct a closed session as permitted under the *Education Article* § 4-107 and *State Government Article* § 10-501, *et seq.*, of the *Annotated Code of Maryland*.

The Montgomery County Board of Education met in closed session on March 24, 2003, from 7:00 to 7:45 p.m. in Room 120 of the Carver Educational Services Center, Rockville, Maryland, and

1. Reviewed and/or adjudicated the following appeals: 2003-10 and 2003-11.
2. Reviewed the Superintendent's recommendation for an appointment, subsequent to which the vote to approve was taken in open session.
3. Discussed matters of an executive function outside the purview of the Open Meetings Act (Section 10-503(a) of the *State Government Article*).

In attendance at the closed session were: Mihyar Alnifaidy, Larry Bowers, Kermit Burnett, Sharon Cox, Reggie Felton, Charles Haughey, Roland Ikheloa, Don Kress, Frieda Lacey, Walter Lange, George Margolies, Pat O'Neill, Brian Porter, Lori Rogovin, Gabe Romero, Glenda Rose, Jerry Weast, and James Williams.

**RESOLUTION NO. 183-03      Re: MINUTES OF JANUARY 14, 2003**

On motion of Mr. Burnett and seconded by Mr. Felton, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the January 14, 2003, business meeting.

**RESOLUTION NO. 184-03      Re: MINUTES OF JANUARY 28, 2003**

On motion of Mr. Romero and seconded by Dr. Haughey, the following resolution was

adopted unanimously:

Resolved, That the Board of Education approve the minutes of the January 28, 2003, business meeting.

RESOLUTION NO. 185-03            Re:    **MINUTES OF FEBRUARY 6, 2003**

On motion of Dr. Haughey and seconded by Mr. Felton, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the February 6, 2003, business meeting.

RESOLUTION NO. 186-03            Re:    **MINUTES OF FEBRUARY 8 AND 9, 2003**

On motion of Ms. Cox and seconded by Mr. Romero, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the February 8 and 9, 2003, business meeting.

RESOLUTION NO. 187-03            Re:    **MINUTES OF FEBRUARY 11, 2003**

On motion of Mr. Felton and seconded by Ms. Cox, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the February 11, 2003, business meeting.

RESOLUTION NO. 188-03            Re:    **MINUTES OF FEBRUARY 24, 2003**

On motion of Mr. Lange and seconded by Mr. Felton, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the February 24, 2003, business meeting.

RESOLUTION NO. 189-03            Re:    **MINUTES OF MARCH 4, 2003**

On motion of Mr. Lange and seconded by Mr. Felton, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve the minutes of the March 4, 2003, business meeting.



RESOLUTION NO. 190-03      Re:    **APPEAL 2003-10**

On motion of Ms. Cox and seconded by Mr. Felton, the following resolution was adopted:

Resolved, That the Board of Education adopt its Decision and Order in Appeal 2003-10, breach of settlement agreement, reflective of the following vote: Mr. Alnifaidy, Mr. Burnett, Ms. Cox, Mr. Felton, Dr. Haughey, Mr. Lange, Mrs. O'Neill, and Mr. Romero voting to dismiss.

RESOLUTION NO. 191-03      Re:    **BUDGET REVIEW COMMITTEE CHARTER**

On motion of Ms. Cox and seconded by Mr. Lange, the following resolution was adopted unanimously:

WHEREAS, On March 11, 1997, the Board of Education adopted a revised process and charter for the budget review committees; and

WHEREAS, These committees have provided the Board and the superintendent with input from the community about operating budget issues; and

WHEREAS, The budget review committees and other stakeholders have provided recommendations for improvements to the budget review process; and

WHEREAS, The Board desires that there is alignment between the state-mandated involvement of the community in the strategic master plan, *Our Call to Action: Pursuit of Excellence*, and the operating budget process; now therefore be it

Resolved, That the Board direct the superintendent to extend the tenure of the Blue Ribbon Committee to permit it to review operating budget issues, including the operating budget process, enhanced community input, and performance measures and outcomes; and be it further

Resolved, That the Board's Research and Evaluation Committee review past operating budget review practices and future strategic planning needs and make recommendations to the Board on aligning community involvement in the Board's strategic plan with the operating budget process.

REVISIONS TO BUDGET REVIEW COMMITTEE CHARTER (March 11, 1997)

On recommendation of the superintendent and on motion of Mrs. Gordon seconded by Ms. Signer, the following resolution was adopted unanimously by members present:

WHEREAS, The Budget Review Committees process has been in effect for the past two years; and

WHEREAS, The process has been effective in providing the superintendent and the Board of Education with input from the community about operating budget issues; and

WHEREAS, The Budget Review Committees have provided recommendations for improvements to the budget review process; and

WHEREAS, The superintendent provided members of the Board of Education with proposed changes to the Budget Review Committee Charter on January 21, 1997; now therefore be it

Resolved, That the Board of Education approve the revised Budget Review Committee Charter.

### **CHARTER FOR BOARD BUDGET REVIEW COMMITTEES**

ARTICLE I. MISSION. The Montgomery County Board of Education (the Board) hereby establishes a budget review committee -- comprised of parents, students, representatives of businesses and community organizations, and staff -- to review and analyze in-depth the current year's operating budget so as to reach informed judgments that will serve as the premise to recommendations to be made to the Board and superintendent as to the following year's operating budget request.

ARTICLE II. ORGANIZATION AND SCOPE. The budget review committee will fulfill its charge, in part, through the work of subcommittees. The number of budget review subcommittees shall be recommended by the committee and determined by the superintendent, in consultation with the Board. Each year, the committee shall be given by the superintendent a specific target for reduction.

ARTICLE III. CHARGE. The budget review committee shall identify issues and make recommendations, of both a general and specific nature, on matters that impact on the budget and expenditures. In pursuit of this task, the committee shall identify regulatory or policy restraints that impede achieving maximum efficiencies and economies, while mindful of extant laws and negotiated agreements, and shall also identify comparative data and measurements from other school districts pertinent to budget issues before the Board. To accomplish this, the committee shall be charged with:

- identifying critical services and programs that should continue to be funded, either at the same or expanded level
- identifying duplication of effort or services
- identifying programs or services that should be eliminated or reduced
- identifying efficiencies and economies that can be achieved in programs or services
- identifying programs and services that merit being addressed through an inter-agency approach, across agency budgets
- identifying areas for cost containment and cost shifting (e.g. to employees, parents,

- users)
- identifying potential areas for generating revenue (e.g. enterprise funds and fees) within the limit of the law

ARTICLE IV. BOARD AUTHORITY. Notwithstanding the foregoing charge, the ultimate responsibility, pursuant to Section 5-101 of the Education Article of the Annotated Code of Maryland, rests with the Board of Education, upon advice of the superintendent, to prepare an annual budget according to categories established in law. Moreover, the Board of Education is vested with the authority to determine areas of critical need that remain under funded absent additional appropriations. Nothing in this charter shall be read to diminish in any way the statutory and policy-making authority of the Board of Education.

The committee is advisory in nature only.

ARTICLE V. ACCESS TO INFORMATION. The committee shall have reasonable access to and be provided, upon request of the superintendent's designee, existing documents, studies, reports, and published data pertinent to the issues under consideration. However, undue staff time and resources should not be utilized to create or re-format data. In this regard, the superintendent shall designate a staff liaison for the committee, who shall serve as a conduit for such requests and who shall orient committee members and guide the work of the committee.

ARTICLE VI. MEMBERSHIP. The membership of the committee shall be comprised of individuals whose names shall be solicited -- from students, parents, community organizations, and businesses -- by the superintendent no later than early May of each year. The term of those appointed by the superintendent shall be for two years for adults and one year for students; provided, however that one who has served previously is eligible to serve again and that initial appointments shall be staggered, with both one- and two-year appointments, to ensure continuity. The committee shall select its chair (or co-chairs) from among its members. Subcommittee members shall be appointed by the committee chair, in consultation with the superintendent or designee. Subcommittee membership shall include committee members and other individuals who the committee chair feels may contribute experience, expertise, or a balancing point of view.

ARTICLE VII. MEETINGS. Meetings of the committee shall be upon call of the chair or a majority of its members. Although, by agreement of the committee and subcommittees, meetings may be held during the summer months, during this time MCPS staff supporting the committee and subcommittees shall gather the documents, data, and information needed and requested, with a timeline for completing any staff analyses to be guided by the chair, in consultation with committee members.

ARTICLE VIII. INTERIM REPORT. The committee shall develop tentative recommendations to be incorporated into an interim report to be issued annually no later

than September 15. The committee shall meet once tentative recommendations have been reached in subcommittees to come to consensus on their recommendations in an effort to avoid overlap, duplication, and inconsistency; provided, however, that the committee shall not be precluded from making a final recommendation that, in some manner, conflicts with a second recommendation emanating from another subcommittee.

ARTICLE IX. ANNUAL REPORT. The committee shall issue an annual report—comprising recommendations, findings, and analyses--no later than October 15, to be published and disseminated widely by the superintendent to the community-at-large.

ARTICLE X. MEETING WITH THE BOARD. The committee shall be invited to appear before the Board on an evening set aside for this purpose no later than January (separate and apart from the formal operating budget hearings), to present its recommendations and to engage in a dialogue with Board members.

Re: **NEW BUSINESS**

There was no new business.

Re: **ITEMS OF INFORMATION**

The following items were available:

- 1. Legal Fees Report
- 2. Construction Progress Report

RESOLUTION NO. 192-03      Re: **ADJOURNMENT**

Resolved, That the Board of Education adjourn its meeting of April 10, 2003 , at 4:45 p.m.

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PRESIDENT

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SECRETARY

JDW:gr

**MONTGOMERY COUNTY BOARD OF EDUCATION  
SUMMARY SHEET**

April 10, 2003

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