

APPROVED  
24-1999

Rockville, Maryland  
July 13, 1999

The Board of Education of Montgomery County met in regular session at the Carver Educational Services Center, Rockville, Maryland, on Tuesday, July 13, 1999, at 10:00 a.m.

ROLL CALL Present:                   Mrs. Patricia O'Neill, Vice President  
  in the Chair  
  Mr. Stephen Abrams  
  Mr. Kermit V. Burnett  
  Mrs. Beatrice B. Gordon  
  Mrs. Nancy J. King  
  Laura Sampedro, Student Board Member  
  Ms. Mona M. Signer  
  Dr. Paul Vance, Secretary/Treasurer

Absent:           Mr. Reginald M. Felton

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

RESOLUTION NO. 384-99           Re:   **CLOSED SESSION RESOLUTION**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Burnett, 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 July 13, 1999, in Room 120 from 9:15 to 10:00 a.m. and 12:00 to 2:30 p.m. to discuss the Personnel Monthly Report, personnel appointments, and Board and executive staff compensation, as permitted under Section 10-508(a)(1) of the *State Government Article*; and be it further

Resolved, That the Board of Education discuss real property as permitted under Section 10-508(a)(3) of the *State Government Article*; and be it further

Resolved, That the Board of Education consult with counsel 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 July 13, 1999, 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 these portions of the meeting continue in closed session until the completion of business.

Re: **ANNOUNCEMENT**

Mrs. O'Neill announced that Mr. Felton was absent because his wife was undergoing surgery.

RESOLUTION NO. 385-99 Re: **APPROVAL OF THE AGENDA**

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

Resolved, That the Board of Education approve its agenda for July 13, 1999.

Re: **BOARD/SUPERINTENDENT COMMENTS**

The Superintendent designee, Dr. Jerry D. Weast was introduced by Mrs. O'Neill. Dr. Weast remarked that he had talked with a lot of people, and he was pleased that the Montgomery County citizens were organized and passionate about education. He thanked the Board and Dr. Vance for that enthusiasm. He hoped that he could carry on the legacy and complete his mission to help every child get a good education.

Mr. Burnett extended his thanks to the community who had met Dr. Weast. He was impressed by their questions, and he was impressed with Dr. Weast's answers. Mr. Burnett welcomed Dr. Weast to Montgomery County.

Ms. Signer welcomed Dr. Weast to Montgomery County. She looked forward to serving with him, and the citizens of Montgomery County looked forward to working with him.

Mrs. Gordon looked forward to Dr. Weast's administration.

Mrs. King observed the excitement and energy throughout the central office. She knew that the transition would go well due to Dr. Vance's help.

Ms. Sampedro welcomed Dr. Weast on behalf of the students.

**Re: FINAL REPORT OF THE HONORS/AP WORKGROUP**

Dr. Vance invited the following people to the table: Ms. Ruth Sernak and Mr. John Smith, co-chairs of the Honors/Advanced Placement Workgroup; Dr. Hiawatha Fountain, associate Superintendent for pupil and community services; Dr. Steven Seleznow, associate Superintendent for school administration; Dr. Mary Helen Smith, associate Superintendent for instruction and program development; Mr. Daniel Shea, principal, Quince Orchard High School; Ms. Patricia Gafford, resource teacher, Walter Johnson High School; and Mrs. Shirley Levin, community representative.

Ms. Sernak and other members of the work group reported that in September 1997, the Superintendent of schools convened a work group on Honors/Advanced Placement (H/AP) policies, practices, and enrollment, and charged it with making recommendations for the continued improvement of Montgomery County Public Schools' (MCPS) rigorous academic programs. The work group was asked to make recommendations to ensure that all qualified students have the opportunity to pursue H/AP courses across all high schools in MCPS in accordance with the MCPS *Success for Every Student* (SES) Plan. This report presents the findings of the work group and its recommendations.

It is the strong belief of the work group that:

- ! MCPS should offer rigorous and challenging instruction to all students who are interested and motivated (SES Goal 1, 1.1.5)
- ! This rigorous instruction should not be limited to H/AP classes in the high school, but should occur in all classes in all schools (SES Goal 2, 2.1)

The Honors/AP work group identified five major factors that play a significant role in determining student enrollment and continued participation in honors and advanced level work in MCPS. Each factor is specified below and is followed by a brief statement of supporting evidence and a general recommendation.

**Factor 1: Alignment of all MCPS documents describing H/AP policies, practices, and enrollment is critical to clarify the goals and processes for school staff, students, and parents (SES Goal 1).**

*Evidence:* MCPS documents that describe how the H/AP program is to be carried out are not cross-referenced. Inconsistency in these documents can be traced to inconsistency in the implementation of the *Policy on Gifted and Talented Education*.

*Recommendation:* Align all MCPS documents pertaining to H/AP policies, practices, and enrollment to ensure consistent implementation within and across all high schools.

**Factor 2: Equitable opportunities and access to rigorous and challenging instruction is the right of every student (SES Goal 2, 2.1.3).**

*Evidence:* Data show variability among high schools in whether or not students with similar abilities are enrolled in honors courses.

*Recommendation:* Develop a multi-level monitoring and accountability process to ensure consistent implementation within and across schools and among racial/ethnic groups.

**Factor 3: The academic foundation established in Grades pre-K-8 largely determines whether students are prepared for success in H/AP courses in high school (SES Goal 2, 2.3).**

*Evidence:* Data show that student performance at critical points - such as Grades 3, 5, and 8 - are strong predictors of the extent to which students will be involved in the H/AP courses in Grades 9-12.

*Recommendation:* Coordinate cluster-wide efforts Grades pre-K-12 to prepare students for, inform parents of, and train staff members to support students in H/AP course enrollment and participation.

**Factor 4: Outreach and support are critical for the success of every student Grades pre-K12, particularly students who traditionally have been underserved and underrepresented (SES Core Strategy #2).**

*Evidence:* Focus groups identified several types of outreach and nurturing that can encourage and support students to undertake and persist in rigorous academic studies. Additionally, the close relationships among counselors, teachers, and students that are facilitated by the elementary and middle school structures are diminished or eliminated by high school.

*Recommendation:* Provide strategies and structures that will promote stronger student staff relationships so that staff members can be more effective as student advocates and provide rigorous and challenging instruction.

**Factor 5: Success for every student is the shared responsibility of all stakeholders in the educational process - parents, students, community members, and school staff (SES Goal 3, 3.2).**

*Evidence:* Focus group and interview data indicate that teachers, parents, community members, students and their peer groups all influence whether students see themselves as capable of challenging academic work and are willing to invest the energy and effort

required for success in H/AP courses.

*Recommendation:* Encourage and support all stakeholder groups to accept and fulfill their responsibilities in the educational process.

### **Providing High Quality Instruction**

None of the above factors and their recommendations can be addressed adequately without considering the foundation on which they rest - high quality instruction. Ongoing staff development, as well as research and the implementation of instructional innovations, significantly affects the quality of instruction. Most importantly, attitudes and perceptions of all stakeholders influence the culture of school settings and communities. Success for every student requires that all parents, students, staff, and community members create a culture that supports and enables all students to achieve their maximum potential.

#### *Additional Recommendations:*

- ! Provide focused staff development efforts that improve content-specific instruction with an emphasis on differentiation (SES Core Strategy #3; Goal 2, 2.3. 2, 2.3.3)
- ! Fund a research and development group to study and disseminate effective instructional practices as they relate to creative and innovative ways to provide challenging instruction for all students (SES Goal 4, 4.2)
- ! Require administrative staff members to continue to emphasize to all stakeholders the relationship between attitudes/ perceptions and success for every student (SES Goal 2, 2.1.2)

As an immediate next step, the Board of Education, Superintendent, deputy Superintendent, and associate superintendents should hold a retreat with the work group to: (1) engage in an in-depth dialogue with members of the work group about the results of this report, (2) determine the actions that will be taken immediately; (3) address the problems and concerns expressed by the work group; (4) develop guidelines that will strengthen instruction for all students; and (5) create a long-term action plan for Board commitment.

#### **Re: DISCUSSION**

Mrs. O'Neill thanked the work group for their report. She stated that the topic was a high priority with the Board. Students starting school in September must be on a path for challenging education.

Mrs. Gordon was thrilled with the report, but she was thrilled with Dr. Gordon's report. She hoped that the school system would move forward. The discussion had been very frank and this was not a new problem/issue. From her perspective, the most important action step was under the recommendation to require administrative staff to continue to emphasize the relationship between attitudes/perceptions and SES which was: give priority attention to changes in some of the attitudes and behaviors of professional educators (administrators and teachers-majority and minority group member professionals) in regard to: (a) their expectations of students [especially underserved and underrepresented]; (b) their instructional behavior; and (c) their support for academic development of students. She hoped that MCPS could complete that action step by November, but she thought it was very ambitious since MCPS had made significant progress over the past nine years. The attitudes of some staff members were not deliberate, but they do exist as it was acknowledged by many participants at the table. Students work up or down to the expectations that educators hold for them. There was some discussion the upcoming high school assessment and teaching to the test. She was convinced that MSDE's high school assessment will be a rigorous test, and the attitudes of educators must change to expect that students will achieve competent levels in order to pass these tests. She could not say enough about changing attitudes. MCPS cannot have teachers who communicate publicly to students and parents that students are not capable of learning. Every student is capable of excellence.

Mr. Burnett was very impressed with the report. Through personal experience, he knew that the attitudes of staff could be improved regarding their expectations of African-American and Hispanic students. These attitudes begin in elementary school. Students must be moved forward into the path for honors and advanced placement. Mr. Burnett asked for data in order to ascertain how many students were identified early as able learners, but who were not in gifted classes in elementary and middle school and honors or AP classes in high school. When barriers are placed in the way of students enrolled in highly able classes, those children's minds are shackled from learning all that they are capable of learning. Those barriers must be removed whether they are staff who do not want to identify able learners, parents who do not encourage their children, or their peers. The terms nurture, mentor, and sponsor were not clearly defined in the report. The action steps should outline the how, when, milestones and indicators of success. He asked that the work group meet with Dr. Weast to share ideas. If that would be part of a retreat, Mr. Burnett felt it was time to move forward for full implementation of the recommendations.

Ms. Signer thought it was a terrific report, and it was exactly what she was looking for – recommendations backed by data. She was pleased that the Superintendent indicated that a detailed response and action plan was being developed with the goal of identifying multi-year initiatives that could be incorporated in the budget. Dr. Vance had said that MCPS would not compromise its standards, but Board members had heard from staff that standards would be lowered. If the school system is ready to offer a rigorous challenge

to all students without compromising standards, she wanted to know what supports were provided to students to ensure their academic success, and what would the school system change to make the difference in enrollment and success rates.

Ms. Signer asked about the data on participation rates and the value judgment about schools at the high or low end of the cluster. Dr. Seleznow replied that would be part of the action plan with milestones and indicators defining expectations for those schools. Dr. Larson explained that Grade 8 CRT scores were an indicator before high school. When students have the same level of academic preparation, those students that rank higher in honors must be evaluated to determine if standards were lowered. Ms. Signer asked if staff wanted to know the outcome measures, as well. Did an "A" at Albert Einstein High School and SAT score for that student have any correlation to an "A" at Damascus High School and the SAT score for that student? Dr. Larson stated that the liberal admission into honors at Einstein appeared to translate into higher AP course participation than found in other schools without lowering standards. Dr. John Smith thought the fact that was most troubling was that the key for participation at the high level was the foundation built in the early elementary grades.

Ms. Signer's expectation was that every staff member in the central office, every staff member in the schools, and every support staff person were responsible for changing attitudes and having high expectations for all children. Mr. Smith thought that someone in the system should shoulder the responsibility to make sure attitudes change.

Mrs. King was troubled when she hears that students should be forced into honors courses because the students behave better. That told her that the regular courses must challenge students, as well. She asked if youngsters do not have parents that are involved or educated about the school system, how does the school system find those able learners to make sure they are in honors courses. Mr. Shea replied that decisions are based on the Grade 8 CRT scores.

Mr. Abrams hoped the Superintendent would include the next steps as an early item for Board discussion. He wanted to know about honors and teacher preparation. The IB program had a qualitative differentiation. It was not more rigorous, it was different. He asked how much sharing was taking place with the honors courses. Within the system, there were programs that emulate exactly what the report described. What were the mechanisms for sharing this information? A think tank in Montgomery County was a good idea because MCPS had the analytical data to develop into an institute model. The early identification/intervention was discussed and was a continuum of risk. If a more liberal approach to rigor was fostered earlier in a child's education, there could be differentiation. He thought the socioeconomic factors were important in dealing with the gap with children in honors classes.

Ms. Sampedro explained that she was held back because her teachers thought she could not do honors work. However, it was her belief that she could do the work, and she did. The three key points are: (1) definition of honors and AP for students; (2) students should be encouraged to enroll in honors and AP classes despite grades; and (3) students must advocate to other students for enrollment.

Mrs. O'Neill noted the road blocks must be removed for the underserved and underrepresented in honors and AP classes. For the students, the school system must remove inconsistencies with mandates. The Board should commit itself to provide the money to train staff.

**RESOLUTION NO. 386-99            Re:    FINAL REPORT OF THE HONORS/AP WORKGROUP**

On motion of Mrs. Gordon and seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:

WHEREAS, The Board of Education commissioned the study by Dr. Edmund Gordon in 1990; and

WHEREAS, Few recommendations from that report have been implemented; and

WHEREAS, The report of the Honors and Advanced Placement Work Group has incorporated Dr. Gordon's recommendations and set out action areas; now therefore be it

Resolved, That the Board of Education endorses the recommendations of the Work Group; and be it further

Resolved, That the Board of Education communicates to all staff, students, parents, and the community its commitment to high expectations for all students; and be it further

Resolved, That the Board of Education schedules a retreat with the Superintendent, Executive Staff, and the Work Group as soon as possible.

**Re:    PRESENTATION**

Dr. Lee Ingham gave a brief presentation regarding enrollment in honors and AP courses.

**Re:    LUNCH AND CLOSED SESSION**

The Board of Education recessed for lunch and a closed session from 10:20 to 2:00 p.m.



Re: **PUBLIC COMMENTS**

No one signed up to present comments to the Board.

RESOLUTION NO. 387-99 Re: **CONTRACTS FOR MORE THAN \$25,000**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

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

WHEREAS, Funds have been budgeted for Bid No. 115-96, Motor Vehicle Lease for the Safety and Environmental Health Unit under the Master Lease/Purchase Agreement; and

WHEREAS, Funds have been budgeted for Bid No. 4074.1, Digital Copiers for the Department of Educational Accountability and Association Relations under the Master Lease/Purchase Agreement; now therefore be it

Resolved, That a motor vehicle for the Safety and Environmental Health Unit be lease/purchased under the Master Lease/Purchase Agreement; and be it further

Resolved, That digital copiers for the Departments of Educational Accountability and Association Relations be lease/purchased under the Master Lease/Purchase Agreement; and be it further

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

MC6507	Automotive Vehicles for the Division of Construction	
00193AC		
ST0011	<u>Awardee</u>	
809996	Criswell Chevrolet, Inc.	\$ 59,686
03-95	Computer Printers and Peripherals - Extension	
	<u>Awardee</u>	
	SSI Business Centers	\$1,000,000

66-96	Computer Systems Installation and Integration - Extension	
	<u>Awardees</u>	
	Cost Management Systems	
	Ease Technologies, Inc.	
	The MIL Corporation	
	United Information Systems, Inc.	
	Total	\$ 60,000
69-97	LAN/WAN Communication Equipment - Extension	
	<u>Awardees</u>	
	Cisco Systems, Inc.	
	Data Connect Enterprises	
	Total	\$ 250,000
74-97	Student Information System - Extension	
	<u>Awardee</u>	
	Marconi System	\$1,673,311
COG 328-99	Elevator Service - Extension	
	<u>Awardee</u>	
	Elevator Control Service	\$ 225,000
012-99	Chain Link Fence, Gates and Backstops at Various MCPS Schools and Facilities - Extension	
	<u>Awardee</u>	
	Long Fence Company	\$ 203,640
004.1	Liquid Crystal Display (LCD) Data Imaging Systems - Extension	
	<u>Awardees</u>	
	Kunz, Inc.	
	Nicholas P. Pipino Associates	
	Total	\$ 100,000

053.1	Medical Facility to Administer Hepatitis B Virus Vaccination - Extension	
	<u>Awardee</u>	
	Adventist Health Care	\$ 63,000
078.2	Professional Program Integration Services for the Office of Global Access Technologies	
	<u>Awardees</u>	
	Deloitte and Touche LLP	
	IBM	
	Lawson Software	
	Projectivity, Inc.	
	TSSi	
	Total	\$1,780,000
034.1	Wiping/Polishing Cloths - Extension	
	<u>Awardees</u>	
	Daycon Products Company, Inc.	\$ 1,444
	L L Clean Company*	2,370
	National Supply Company	<u>30,226</u>
	Total	\$ 34,040
035.1	HVAC/Refrigeration Equipment and Parts - Extension	
	<u>Awardees</u>	
	Aireco Supply, Inc.	\$ 41,500
	Boland Trane	24,000
	Capp, Inc.	93,000
	Chesapeake System	48,000
	Pameco Corporation	80,250
	Smart Supply Company, Inc.	8,500
	H.M. Sweeny Company*	37,500
	WRT T/A RPC	<u>160</u>
	Total	\$ 332,910
039.1	Custodial Equipment Repair - Extension	
	<u>Awardees</u>	
	Acme Paper and Supply Company	

	National Supply Company	
	Total	\$ 59,180
040.1	Lawn Service Equipment Mowers and Tractors - Extension	
	<u>Awardees</u>	
	H.B. Duvall, Inc.	\$ 22,406
	Gaithersburg Ford Tractor Company	96,612
	Gaithersburg Rental Center	23,909
	Kohler Equipment, Inc.	<u>7,563</u>
	Total	\$ 150,490
041.1	Custodial Equipment - Extension	
	<u>Awardees</u>	
	Acme Paper and Supply Company	
	Daycon Products Company, Inc.	
	National Supply Company	
	Viking Chemicals, Inc.	
	Total	\$ 39,295
068.1	Science Equipment for High Schools	
	<u>Awardees</u>	
	Associated Microscopes, Inc.	\$ 50,715
	Benz Microscope Optics Center	286
	Carolina Biological Supply Company	4,156
	Central Scientific Company	1,202
	Edmund Scientific Company	359
	Fisher Scientific Company	7,066
	Frey Scientific/Division of School Specialty	1,194
	Pasco Scientific	1,916
	Pitsco, Inc.	930
	VWR Scientific Products/Sargent Welch	1,482
	Wards Natural Science Est., Inc.	<u>3,680</u>
	Total	\$ 72,986
072.1	Frequency Modulation Auditory Training System	
	<u>Awardee</u>	
	Phonak, Inc.	\$ 209,189

073.1	Fire Alarm/Sprinkler Systems, Maintenance/Repairs	
	<u>Awardees</u>	
	J. Randal Corporation	\$ 15,000
	Tenn Security, Inc.	<u>20,000</u>
	Total	\$ 35,000
076.1	Telephone Equipment	
	<u>Awardee</u>	
	Alltel Supply, Inc.	\$ 25,887
066.1	Fleet Vehicle Repair and Inspection	
	<u>Awardees</u>	
	District International Trucks, Inc.	
	J & M Truck Repair, Inc.	
	Light Truck Service Company, Inc.	
	Total	\$ 110,000
9006.1	Shade/Upholstery Material	
	<u>Awardees</u>	
	B & B Concepts	\$ 127
	Crown Shade Company	13,384
	Frankel Associates, Inc.	26,105
	LOKTITE, Inc.	5,673
	Mileham and King, Inc.	25,464
	Rocky Mount Cord Company, Inc.	4,993
	Sun Control System	45,300
	TEDCO Industries, Inc.	<u>31,260</u>
	Total	\$ 152,306
101.2	Processed Meats and Refrigerated and Frozen Foods	
	<u>Awardees</u>	
	Carroll County Foods, Inc.	\$ 57,991
	Dori Foods, Inc.	104,282
	Eastern Imports, Inc.*	149,991
	Hoods Institutional Foods, Inc.	378

	PYA Monarch, Inc.	111,994
	Shane Meat Company	8,361
	Summers Food Brokers*	13,200
	SYSCO Food Services of Baltimore	45,480
	US Foodservice	<u>12,905</u>
	Total	\$ 504,582
9109.1	Snack Cakes and Pies	
	<u>Awardee</u>	
	McKee Foods Corporation	\$ 30,873
159.1	Metal Door Frames, Windows and Accessories	
	<u>Awardee</u>	
	Metro Metal Services, Inc.	\$ 498,150
171.1	Portable Classroom HVAC Replacements	
	<u>Awardee</u>	
	Adrian L. Merton, Inc.	\$ 60,475
172.1	Sewer Line Replacement at McKenney Hills Center	
	<u>Awardee</u>	
	B & P Utilities, Inc.	\$ 59,590
201.1	Diplomas, Certificates, Covers and Replacement	
	<u>Awardee</u>	
	JOSTENS, Inc.	\$ 28,713
514.1	French Bread Pizza	
	<u>Awardee</u>	
	Nardone Brothers Baking Company, Inc.	\$ 129,750
9515.1	Middle School Athletic Shirts	
	<u>Awardee</u>	
	Yorktowne Sports Shop II	\$ 36,105

MORE THAN \$25,000

\$7,984,158

\* Denotes MFD vendor

RESOLUTION NO. 388-99

Re: **AWARD OF CONTRACTS - BETHESDA-CHEVY CHASE  
HIGH SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, On December 8, 1998, the Board of Education authorized staff to utilize a construction management process for the Bethesda-Chevy Chase High School modernization project with work to begin July 1, 1999, and be completed by June 2001; and

WHEREAS, The following sealed bids represent the fourth in a series of subcontracts that were bid as a part of a construction management process for the Bethesda-Chevy Chase High School modernization project:

Low Bids	<u>Amount</u>	<u>Consultant's Estimate</u>
<u>Auditorium Seating</u> TJ Distributors, Inc.	\$114,500	\$129,812
<u>Display Boards and Projection Screens</u> Sun Control Systems	\$129,400	\$189,754
<u>Food Service Equipment</u> Restaurant Equipment Sales (Submitted 1.2 percent, female, MDOT certified, minority business participation)	\$360,129	\$432,637
<u>Site Concrete</u> AM Concrete Corporation (Hispanic minority firm)	\$280,289	\$329,184
<u>Soft Flooring</u> Carpet Experts, Inc.	\$387,000	\$420,609
<u>Toilet Partitions</u> Steel Products, Inc.	\$ 53,700	\$ 82,679

<u>Low Bids</u>	<u>Amount</u>	<u>Consultant's Estimate</u>
<u>Window Treatments</u> M&B Venetian Blind Service, Inc.	\$ 30,320	\$ 73,204
<u>Wood Flooring</u> Weyer's Floor Service, Inc.	\$202,390	\$367,379

and

WHEREAS, The aggregate minority business participation for the subcontracts bid to date is 34.6 percent; now therefore be it

Resolved, That contracts be awarded for the above-referenced subcontractors meeting specifications for the Bethesda-Chevy Chase High School modernization project, for the amounts listed, in accordance with plans and specifications prepared by Dewberry Design Group, Inc.

RESOLUTION NO. 389-99

Re: **AWARD OF CONTRACTS - THOMAS S. WOOTTON HIGH SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, On November 10, 1998, the Board of Education authorized staff to utilize a construction management process for the Thomas S. Wootton High School addition project with work to begin July 1, 1999, and be completed by August 2000; and

WHEREAS, The following sealed bids represent the fourth in a series of subcontracts that were bid as a part of a construction management process for the Thomas S. Wootton High School addition project:

<u>Bidders</u>	<u>Amount</u>	<u>Consultant's Estimate</u>
<u>Casework</u> Steel Products, Inc.	\$ 513,100	\$ 667,500
<u>Dark Room Equipment</u> Fuller & D'Albert, Inc.	\$ 42,600	\$ 35,000



<u>Electrical</u>		
Ferguson & Ramey Electrical Contractors (African-American minority firm)	\$ 915,000	\$ 688,944
<u>Fencing</u>		
Long Fence Company	\$ 60,940	\$ 53,100
<u>Masonry</u>		
George Moehrle Masonry, Inc. (Submitted 14 percent, female, MDOT certified, minority participation)	\$1,238,000	\$1,087,429
<u>Mechanical</u>		
Shapiro & Duncan, Inc. (Submitted 13 percent, female and African-American, MDOT certified, minority participation)	\$2,133,000	\$2,203,223
<u>Miscellaneous Steel</u>		
S. A. Halac Iron Works, Inc.	\$ 510,000	\$ 203,027
<u>Rough Carpentry</u>		
Master Carpentry Corporation	\$ 364,000	\$ 433,065
<u>Windows and Storefront</u>		
Environ, Inc. (Submitted 14 percent, African-American, MDOT certified, minority participation)	\$ 410,240	\$ 599,890

and

WHEREAS, The aggregate of the bids is over the consultant's estimate; however, funds are available to cover the overage; and

WHEREAS, The aggregate minority business participation for the subcontracts bid to date is 19.8 percent; now therefore be it

Resolved, That contracts be awarded for the above-referenced subcontractors meeting specifications for the Thomas S. Wootton High School addition project, for the amounts listed, in accordance with plans and specifications prepared by Samaha Associates.

RESOLUTION NO. 390-99                      Re:    **AWARD OF CONTRACT - REAL ESTATE  
DEVELOPMENT CONSULTING SERVICES**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, Staff has been authorized to explore potential private/public land development proposals for the Carver Educational Services Center (CESC) site; and

WHEREAS, Requests for qualifications/proposals and evaluation criteria will have to be developed to determine the economic value of the land use proposals; and

WHEREAS, Staff has reviewed the qualifications of several consulting firms who have experience with private/public land development joint ventures and has recommended one of the firms interviewed be retained to assist with the development of the requests for qualifications/proposals and evaluation criteria; now therefore be it

Resolved, That a contract in the amount of \$40,000 be awarded to The Highland Company, Inc., and Transwestern-Carey Winston, LLC, to develop evaluation criteria and qualifications/proposals requests for land development proposals at the CESC site.

RESOLUTION NO. 391-99                      Re:    **AWARD OF CONTRACTS - SAFE ACCESS AT  
GAITHERSBURG HIGH SCHOOL AND TILDEN MIDDLE  
SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, The following sealed bids were received on June 25, 1999, for safe access improvements for Tilden Middle School, with work to begin immediately and be completed by August 10, 1999:

<u>Bidders</u>	<u>Amount</u>
<u>Tilden Middle School</u>	
O'Leary Asphalt, Inc.	\$ 69,821.00
HMF Paving Contractors, Inc.	72,841.03
Applicators, Inc.	104,345.00
State Contracting, Inc.	110,000.00
Francis O. Day Company, Inc.	199,500.00

and

WHEREAS, O'Leary Asphalt, Inc., has submitted 20.1 percent and 14 percent, respectively, MDOT certified, minority participation; and

WHEREAS, O'Leary Asphalt, Inc., has completed similar work successfully; and

WHEREAS, The bid is within the staff estimates and sufficient funds are available to award the contracts; now therefore be it

Resolved, That a contract in the amount of \$69,821.00 be awarded to O'Leary Asphalt, Inc., for safe access improvements at Tilden Middle School, in accordance with plans and specifications prepared by the Department of Facilities Management.

RESOLUTION NO. 392-99

Re: **AWARD OF CONTRACT - ARGYLE MIDDLE SCHOOL  
AND WOODFIELD ELEMENTARY SCHOOL REROOFING**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, The following sealed bids were received on June 15, 1999, to provide reroofing for Argyle Middle School and Woodfield Elementary School, with work to begin immediately, and to be completed by August 28, 1999:

<u>Bidder</u>	<u>Amount</u>	<u>Estimate</u>
<u>Argyle Middle School</u>		\$298,800
R. D. Bean, Inc.	\$318,158	
Brothers Construction Company, Inc.	370,000	
Top Construction Company, Inc.	372,500	
J. E. Wood & Sons Company, Inc.	383,600	
Orndorff & Spaid, Inc.	390,406	
Vatica Contracting, Inc.	404,400	

<u>Woodfield Elementary School</u>		\$275,000
R. D. Bean, Inc.	\$268,112	
Top Construction Company, Inc.	311,600	
J. E. Wood & Sons Company, Inc.	330,800	
Vatica Contracting, Inc.	338,000	
Brothers Construction Company, Inc	349,000	
Orndorff & Spaid, Inc.	366,792	

and

WHEREAS, R. D. Bean, Inc., has completed similar work successfully for Montgomery County Public Schools; and

WHEREAS, The aggregate is slightly over the staff estimate; however, funds are available to award the contracts; and

WHEREAS, The State Interagency Committee for Public School Construction will fund 50 percent of the eligible work for the Argyle Middle School and Woodfield Elementary School reroofing as part of the state systemic renovation program; and

WHEREAS, Staff has verified that R. D. Bean, Inc., has made a good faith effort to obtain minority participation; now therefore be it

Resolved, That contracts in the amounts of \$318,158 and \$268,112 for reroofing of Argyle Middle School and Woodfield Elementary School, respectively, be awarded to R. D. Bean, Inc., in accordance with plans and specifications prepared by the Department of Facilities Management; and be it further

Resolved, That the contracts be forwarded to the State Interagency Committee for Public School Construction for approval to reimburse Montgomery County Public Schools for the state eligible portion of the Argyle Middle School and Woodfield Elementary School reroofings.

RESOLUTION NO. 393-99

Re: **EXTENSION OF CONTRACT - ENGINEERING SERVICES  
FOR SAFE ACCESS AT WHEATON WOODS  
ELEMENTARY SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, Funds were appropriated in the FY 2000 Capital Budget to improve safe access to existing facilities; and

WHEREAS, It is necessary to appoint an engineering firm to design site improvements and prepare surveys and construction documents for Wheaton Woods Elementary School; and

WHEREAS, An Engineering Selection Committee, in accordance with procedures adopted by the Board of Education, had previously identified A. Morton Thomas and Associates, Inc., as the most qualified firm to provide the necessary professional engineering services; and

WHEREAS, A. Morton Thomas and Associates, Inc., is a minority firm certified with the Maryland Department of Transportation; and

WHEREAS, Staff has negotiated a fee for necessary engineering services; now therefore be it

Resolved, That the Montgomery County Board of Education extend the contractual agreement with the engineering firm of A. Morton Thomas and Associates, Inc., to provide professional services to design safe access improvements at Wheaton Woods Elementary School for a fee of \$36,670.

RESOLUTION NO. 394-99

Re: **EXTENSION OF CONTRACT - ENGINEERING SERVICES  
- AIR CONDITIONING CONSTRUCTION INSPECTION**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, Funds were appropriated in the FY 1999 Capital Budget to air condition 17 schools as part of the Facilities Air Conditioning Equity (FACE) project; and

WHEREAS, The individual projects have been bid, awarded, and scheduled to be completed by August 28, 1999; and

WHEREAS, It is necessary to have these projects inspected during the construction phase to coordinate the work, ensure compliance with the specifications, and provide start-up services for the new equipment; and

WHEREAS, Current staff is not available to provide these services due to existing workloads on other capital projects; and

WHEREAS, Staff has recommended the contract with the engineering firm currently working on the FACE project be extended to include the construction inspection for the facilities; and

WHEREAS, Staff has negotiated a cost for the necessary services that is fair and reasonable for this service; now therefore be it

Resolved, That the Montgomery County Board of Education extend the contract with the engineering firm of Mendoza, Ribas, Farinas & Associates to provide construction inspection services for the air conditioning of various facilities for a fee of \$101,830.

RESOLUTION NO. 395-99                    Re:    **ARCHITECTURAL APPOINTMENT - RIDGEVIEW MIDDLE SCHOOL FEASIBILITY STUDY**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for improving the instructional organization of classrooms at Ridgeview Middle School; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Lukmire Grant Partnership, Inc., Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Lukmire Grant Partnership, Inc., Architects, to provide professional architectural services for the Ridgeview Middle School feasibility study project for a fee of \$25,000.

RESOLUTION NO. 396-99                    Re:    **ARCHITECTURAL APPOINTMENT - REDLAND MIDDLE SCHOOL FEASIBILITY STUDY**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for improving the instructional organization of classrooms at Redland Middle School; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Fry & Welch, Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Fry & Welch, Architects, to provide professional architectural services for the Redland Middle School feasibility study project for a fee of \$45,000.

RESOLUTION NO. 397-99                      Re:    **ARCHITECTURAL APPOINTMENT - RICHARD MONTGOMERY HIGH SCHOOL FEASIBILITY STUDY**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for modernizing Richard Montgomery High School; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified SHW Group, Inc., Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of SHW Group, Inc., Architects, to provide professional architectural services for the Richard Montgomery High School feasibility study project for a fee of \$60,000.

RESOLUTION NO. 398-99                      Re:    **ARCHITECTURAL APPOINTMENT - CARL SANDBURG CENTER FEASIBILITY STUDY**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for modernizing the Carl Sandburg Center; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Wiencek & Zavos, P.C., Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Wiencek & Zavos, P.C., Architects, to provide professional architectural services for the Carl Sandburg Center feasibility study project for a fee of \$35,000.

RESOLUTION NO. 399-99                      Re:    **ARCHITECTURAL APPOINTMENT - SLIGO MIDDLE SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives to add classrooms to Sligo Middle School and to reopen a closed facility as a second middle school for the Albert Einstein Cluster; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Walton, Madden, Cooper, Robinson, Poness, Inc., Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Walton, Madden, Cooper, Robinson, Poness, Inc., Architects, to



provide professional architectural services for the Sligo Middle School feasibility study project for a fee of \$30,000.

RESOLUTION NO. 400-99                    Re:    **ARCHITECTURAL APPOINTMENT - THOMAS W. PYLE  
MIDDLE SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for a capacity expansion addition for Thomas W. Pyle Middle School; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Wiencek & Zavos, P.C., Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Wiencek & Zavos, P.C., Architects, to provide professional architectural services for the Thomas W. Pyle Middle School feasibility study project for a fee of \$15,000.

RESOLUTION NO. 401-99                    Re:    **ARCHITECTURAL APPOINTMENT - ROBERT FROST  
MIDDLE SCHOOL**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, 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 alternatives for a capacity expansion addition for Robert Frost Middle School; and

WHEREAS, Funds for feasibility planning have been requested as part of the FY 2000 Capital Budget; and

WHEREAS, The Architectural Selection Committee, in accordance with procedures adopted by the Board of Education on July 14, 1998, identified Smolen-Emr + Associates, Architects, as the most qualified firm to provide the necessary professional architectural and engineering services; and

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

Resolved, That the Montgomery County Board of Education enter into a contractual agreement with the architectural firm of Smolen-Emr + Associates Architects, to provide professional architectural services for the Robert Frost Middle School feasibility study project for a fee of \$15,000.

RESOLUTION NO. 402-99                      Re:    **ARCHITECTURAL FEE INCREASE - WOOD ACRES  
ELEMENTARY SCHOOL MODERNIZATION**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, The preliminary plans for the modernization of Wood Acres Elementary School were approved by the Board of Education on June 21, 1999; and

WHEREAS, It is necessary to amend the architect's contract to include services for independent cost consulting, topographical surveying, and an energy analysis as part of the next phase of the project design; and

WHEREAS, Funds for these services were appropriated in the FY 2000 Capital Budget; and

WHEREAS, Staff has negotiated a fee for these services which is fair and reasonable; now therefore be it

Resolved, That the Montgomery County Board of Education increase the contractual agreement with McDonald-Williams-Banks, Architects and Planners, to provide additional services for the modernization of Wood Acres Elementary School for a fee of \$69,400.

RESOLUTION NO. 403-99                      Re:    **RECOMMENDED PRICE INCREASE IN THE FOOD  
SERVICES PROGRAM**

On recommendation of the Superintendent and on motion of Mrs. King seconded by Mr. Abrams, the following resolution was adopted unanimously by members present:#

WHEREAS, Expenditures in the food and nutrition services program for salaries and employee benefits, food, and supplies are expected to increase in FY 2000 by approximately six percent over the FY 1999 levels; and

WHEREAS, Federal and state reimbursement rates for meals will increase slightly; and

WHEREAS, To maintain a financially solvent food services enterprise fund it is necessary to increase revenues in FY 2000; now therefore be it

Resolved, That the price of the elementary school lunch be increased from \$1.50 to \$1.55, secondary school lunch from \$1.60 to \$1.65, adult lunch from \$2.45 to \$2.55, and elementary school and secondary school breakfast be increased from \$.80 to \$1.00; and be it further

Resolved, That the price increases be effective September 1, 1999.

RESOLUTION NO. 404-99

Re: **UTILIZATION OF FY 2000 FUTURE SUPPORTED PROJECT FUNDS FOR THE BOWIE STATE UNIVERSITY PARTNERSHIP PROGRAMS IN READING, ADMINISTRATION AND SUPERVISION, AND CERTIFICATION IN ADMINISTRATION AND SUPERVISION**

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

Resolved, That the Superintendent of schools be authorized to receive and expend within the FY 2000 Provision for Future Supported Projects a grant award of \$42,000 for the Bowie State University's Partnership Programs in Reading, Administration and Supervision, and Certification in Administration and Supervision, in the following categories:

<u>Category</u>	<u>Amount</u>
4 Instructional Textbooks and Supplies	\$ 5,000
5 Other Instructional Costs	<u>37,000</u>
Total	<u>\$ 42,000</u>

and be it further

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

RESOLUTION NO. 405-99

Re: **UTILIZATION OF FY 2000 FUTURE SUPPORTED PROJECT FUNDS FOR THE BOWIE STATE UNIVERSITY BACHELOR OF SCIENCE DEGREE PARTNERSHIP PROGRAM IN ORGANIZATIONAL ADMINISTRATION**

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

Resolved, That the superintendent of schools be authorized to receive and expend within the FY 2000 Provision for Future Supported Projects a grant award of \$15,000 from Bowie State University for the Bachelor of Science Degree Partnership Program in Organizational Administration, in the following categories:

Category	Amount
4 Textbooks and Instructional Supplies	\$ 300
5 Other Instructional Costs	14,700
 Total	 <u>\$15,000</u>

and be it further

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

RESOLUTION NO. 406-99

Re: **UTILIZATION OF FY 2000 FUTURE SUPPORTED PROJECT FUNDS FOR THE WESTERN MARYLAND COLLEGE MASTER'S DEGREE PARTNERSHIP PROGRAM**

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

Resolved, That the Superintendent of schools be authorized to receive and expend within the FY 2000 Provision for Future Supported Projects a grant award of \$15,000 for the Western Maryland College Master's Degree Partnership Program for teachers and supporting services staff already certified in elementary education, in the following categories:

<u>Category</u>	<u>Amount</u>
3 Instructional Salaries	\$12,000
4 Textbooks and Instructional Supplies	800
5 Other Instructional Costs	1,000
12 Fixed Charges	<u>1,200</u>
Total	<u>\$15,000</u>

and be it further

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

RESOLUTION NO. 407-99      Re: **UTILIZATION OF FY 2000 FUTURE SUPPORTED  
PROJECTS FUNDS AND CATEGORICAL TRANSFER  
WITHIN THE TROOPS TO TEACHERS PROGRAM**

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

Resolved, That the Superintendent of schools be authorized to receive and expend within the FY 2000 Provision for Future Supported Projects for a grant award of \$21,542 from the U.S. Department of Defense for the Troops to Teachers Program in the following category;

<u>Category</u>	<u>Amount</u>
5 Other Instructional Costs	<u>\$21,542</u>
Total	<u>\$21,542</u>

and be it further

Resolved, That the Superintendent of schools, subject to the approval of the County Council, be authorized to effect a categorical transfer of \$17,365 within the same program:

<u>Category</u>	<u>From</u>	<u>To</u>
3 Instructional Supplies	\$15,975	
4 Textbooks and Instructional Supplies		\$ 2,000
5 Other Instructional Costs		15,365
12 Fixed Charges	<u>1,390</u>	<u>          </u>
Total	<u>\$17,365</u>	<u>\$17,365</u>

and be it further

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

Re: **AMENDMENT OF THE AGENDA**

It was the consensus of the Board of Education members present to move the item on personnel items after the 1999 Safety and Security Report.

Re: **1999 SAFETY AND SECURITY REPORT**

Dr. Vance invited the following people to the table: Mr. Ralph Griffith, senior vice president for field services of the National Alliance for Safe Schools (NASS); Mr. Larry Bowers, acting deputy superintendent of schools; Dr. Steven Seleznow, associate Superintendent for school administration; and Mr. Michael Gough, director of school security.

Since 1992, MCPS had made numerous improvements in its security systems and personnel. After conducting investigations and making observations of schools, the following recommendations were made by Mr. Griffith of NASS:

*School-Based Issues:*

1. Consideration should be given to codify all reportable offenses into one document. This document, **Chart of Reportable Offenses**, defines each offense, lists who is to be notified (with appropriate telephone numbers), and who is to receive a copy of the written report.
2. Consideration should be given to preparing a **Standard Operating Procedure** (SOP) that will set forth steps to be followed when confronted with certain types of security incidents. This document will state who has responsibilities for complying with the instructions. It should include a greater role for security officers who are currently underutilized given their background and law enforcement experiences.

***Student Referral Data***

3. Consideration should be given to utilizing the soft-ware program used by Bethesda-Chevy Chase High School. This program captures the data and produces meaningful analysis of referral data.
4. This process, know as **Incident Profiling**, can be accomplished by simply creating a "generic" file system. A file folder is made up for every reason a student can get sent to the office for disciplinary action. When the final action has been taken, the person

who has adjudicated the referral, places a copy of the referral in the appropriate generic file folder. Within a relatively short period of time, one to two weeks, a review of the file will quickly identify the most common reason students are being sent to the office. Additionally, it is a simple matter to identify repeat offenders, teachers/staff who are having difficulty dealing with a particular type of behavior, and how similar cases are adjudicated.

### ***Security Incident Reporting***

5. This system needs to be revised to include the automatic notification and dissemination of Security Incident Reports to DSS.
6. DSS should become the official repository for all security incident reports.
7. Consideration should be given to developing an on line capability for entering security reports directly from the school.
8. The central office process is not in a written format or procedure. These procedures need to be committed to writing and incorporated in the Division Emergency Response Plan.

### ***Crisis Plan***

9. It is imperative that every school have a revised Emergency Management Plan that addresses a variety of emergency/crisis situations.
10. MCPS has been provided sample emergency plans and are currently addressing this concern.

### ***Security Devices***

11. Hand-held radios would be a great asset to all elementary schools. Communication between playground areas and the main office could prove to be critical. Serious consideration should be given to purchasing radios for the larger elementary schools and those schools that are located in more isolated areas.
12. NASS advocates, in the strongest possible language, the wearing of photo identification badges by all secondary students, staff, central office personnel, and staff assigned to elementary schools. With modern equipment, this process can be accomplished in relative ease. However, with the number of employees involved, it will be a lengthy process. Start with students and local staffs and when the permits and equipment becomes available, work in the central staff personnel. With many of the

high schools having open lunches, the wearing of ID badges increases the opportunity to identify an outsider who may have slipped into the building. Anyone without a badge is more easily seen.

13. Consideration should be given to equipping the secondary schools with hand held metal detectors. The rationale for using this type of equipment is that scanning a person suspected of carrying a concealed weapon or other metallic contraband, with a hand-held unit is far less intrusive than having to do a pat down or relying on the individual to do a self search. The use of this equipment should be at the discretion of the building administrator and security personnel. Written procedures will need to be established.

### ***Building Access***

14. Consideration should be given to alarming those doors that seem to be violated most often. By installing a local alarm, coupled with CCTV, security will be greatly enhanced.
15. It is important to have every exterior door posted with a notice directing individuals to where the open door is. This door should be clearly marked as the "ENTRANCE" and a sign directing the individual to the office for signing in purposes should be standard.
16. Consideration should be given to the installation of card access equipment on those doors that are used throughout the day and issuing keys is not practical.
17. Consideration should be given to numbering all exterior doors. This will prove to be an invaluable asset if and when an emergency occurs. Being able to identify a specific door to the police or medical personnel may save valuable time in responding to an emergency.

### ***Visitor Sign-In***

18. Consideration should be given to the development of three distinct badges. One for VISITOR, one for PARENT VOLUNTEER, and one for SUBSTITUTE TEACHER. They should have different color backgrounds and be of sufficient size (we recommend 3" X 5"). Each badge should be numbered and recorded as to whom was assigned that badge.
19. Serious consideration must be given to verifying the identity of persons not known to the office staff. This can be easily accomplished by asking for a driver's license, making a Xerox copy of the identification and returning the identification document to the visitor. When the badge is returned, Xerox copy is returned to the visitor.



***System Wide Issues***

20. The tragic events of the past several years has once again focused our attention on the need to include new principals, assistant principals, deans, and "teacher-in-charge" (at elementary schools when the principal is out of the building) in violence prevention training programs.
21. It is imperative that violence prevention training be an on going activity. When new principals are appointed, as part of their orientation process, DSS staff should be involved in updating security procedures, recommending revising individual school's "Crisis Plans" so as to reflect name and phone number changes, discussion with police and fire officials on explosive devices and current drugs issues.
22. It is important to provide teachers, secretaries, and support personnel with workshop opportunities that will better prepare them for dealing with disruptive behaviors. This would include dealing both with the out-of-control student, parent, or other adult.
23. During this training, discussion regarding the school's Emergency Management Plan needs to be presented along with updates on explosive devices and drugs. (We are particularly concerned that all staff know what various explosive devices look like and what the current street name is for various illegal drugs and how they are packaged).
24. The majority of security personnel are either former or retired sworn police officers. Many with years of criminal investigation experience. Currently their talents are not being utilized in either the selection of topics or as instructors. Serious consideration should be given to involving the Team Leaders in the training process, both as content advisors and as instructors.
25. A special orientation training needs to be developed that will assist not, employees in the transition phase front street cop to school security officers. Again, by utilizing the talent already on Board, this program will prove to be extremely helpful
26. DSS needs to be reorganized so as to be more responsive to individual school needs. The personnel assigned to the office are extremely talented individuals with years of law enforcement experience. Yet the majority of their tasks are non-investigative. This is a waste of a major resource.
27. There is little difference between the duties and responsibilities of the Field Supervisors and the Security Assistants. However, there is a difference in pay and other office benefits. It is strongly recommended that these positions be combined and that additional personnel be hired so that each Field Supervisor would be responsible

for two clusters. They would be in a position to provide a full range of support and services to all of the schools within their assigned clusters.

28. A top priority has to be the development of a **Standard Operating Procedure** document for the entire security operation. These men and women need to have a clearer understanding as to their duties and responsibilities and clear direction on how certain types of incidents are to be handled.
29. The responsibilities of DSS needs to be expanded so as to:
  - (a) require Field Supervisors to conduct sensitive internal investigations system wide;
  - (b) to be the recipient of ALL school initiated security incident reports;
  - (c) review, all investigate reports for thoroughness and compliance with Board of Education policies and procedures;
  - (d) make appropriate notification to other departments and offices;
  - (e) compile timely reports for dissemination to the Superintendent of Schools and OSA;
  - (f) perform analysis of security data to determine trends and potential exposure to liability;
  - (g) provide timely response to request for security services from schools;
  - (h) create a process whereby the concerns and recommendations of school based security Team Leaders are incorporated into future security initiatives.
30. With these increased responsibilities there will be a need to change the organizational structure, leadership staff, as well as adding a position of Assistant Director whose primary responsibility would be to assist the Director and provide supervision and direction to the security staff.
31. Serious consideration should be given to creating a uniform security incident reporting document that all schools will utilize to report all security offenses.
32. It is imperative that a case numbering system be developed whereby all security reports would receive a unique number that will function as the control number for that incident.
33. Serious consideration should be given to making DSS the repository for all security offense reports.
34. We wish to reiterate our previous recommendation regarding the codifying of all reported security offenses into a **Chart of Reportable Offenses**. Such a document will greatly enhance the collection of security data.
35. Consideration should be given to convening a meeting between title ICB and school Board representatives to discuss these and other concerns.

**Re: DISCUSSION**

Mrs. Gordon pointed out that when the school system started with security issues, the Board was very clear that the security personnel were not armed guards or officers. It wanted security staff to interact with students to build confidence in order for students to report incidents that they were aware of. Other Board strategies were for peer mediation, conflict resolution, and in-school suspension. She asked if NASS had reviewed the history of security implementation. Mr. Griffith replied that he had not studied that document, but he saw different performance at different levels. He thought it was important that personnel be trained to cross over from law enforcement careers. Another issue was that security staff were not used in the management team.

Mrs. Gordon noted in the comparison with other school districts that Montgomery County was the only jurisdiction that did not have sworn officers in its schools. She asked if there was a difference in the level of security when there was a sworn officer versus the MCPS model. Mr. Griffith's saw advantages of security personnel supplemented with law enforcement, when needed.

In meeting with a principalship study group, Ms. Signer thought it was clear that principals place a high priority on the safety and security of their students and buildings. They devote a great deal of time to this issue, and it can be a deterrent to their role as instructional leaders. The report stated that MCPS security teams were not utilized as fully as possible. She asked Mr. Griffith and Mr. Gough how the school system could strike a balance to relieve principals and more fully utilize the security staff within legal bounds. Mr. Griffith felt that there should be a set of standard operating procedures implemented at all schools. Mr. Gough strongly supported a basic guide for all security operations.

Ms. Signer asked of the security staff in the schools, how many had a background of law enforcement. Mr. Gough replied that it was approximately 75 percent of personnel.

Mr. Burnett wanted to know if the security staff was adequate for the school system. Mr. Gough thought there were sufficient staff in place, but some schools needed more staff or an adult presence. Another issue was the adequate screening of students with behavior problems. Mr. Griffith stated that data would clarify where additional support was needed. Elementary schools need security, as well.

Mr. Burnett asked how MCPS prepared staff for security assignments. Mr. Gough replied that there were annual training sessions which covered laws, drug availability, gang activity, and behavior management.

Mrs. King asked how the reporting of serious incidents could be more standard. Mr. Gough replied that a work group will assess the NASS report. How the information is used will determine a more uniform reporting procedure, possibly using the Student Information System. Also, there must be clarification of serious incidents rather than a happening in the school.

Ms. Sampedro wanted to know if the interviews had asked teachers and students what they would suggest to help them feel more safe, and what the problems were at their schools. Mr. Griffith replied that the questionnaire covered the perceptions of safety in the school.

Mrs. O'Neill commented on the inconsistency of recording incidents and the importance of this function in planning security. Parents are concerned about safety and security issues, especially since the incident at Columbine High School in Colorado. In speaking with principals, she had learned that they were concerned about the use of the buildings by outside users through the ICB. Cameras would be helpful, but there was only one building service worker on duty during evenings when the buildings are utilized by ICB. Elementary schools must have an emergency plan with floor plans for the police and fire departments. Mr. Gough replied that those plans were developed through the Comprehensive Local School Crisis Plan.

Mrs. O'Neill's concern was that youngsters were connected with adults. She asked where the school system was in working with principals to develop strategies for middle and high school students in connecting them to adults. Mr. Bowers replied that executive staff was reviewing issues to develop plans for responding to a variety of incidents. Dr. Fountain had pulled together his team to address that issue with character education, Safe and Drug Free Schools, student assistance programs, and assuring that students are connected to have someone they are confident in for sharing concerns. Counselors and school teams will be utilized in short- and long-term mentoring for students. Conflict resolution and peer mediation will be evaluated for effectiveness with added support, if necessary.

Mrs. King noted that it was easy for people to enter schools in the evening. Mr. Bowers replied that staff was exploring ways to restrict access to various parts of buildings, such as gates. The Superintendent will make recommendations to the Board in the Capital and Operating budgets in the fall regarding facilities.

RESOLUTION NO. 408-99

Re: **PERSONNEL MONTHLY REPORT**

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

Resolved, That the Board of Education approved the Personnel Monthly Report dated July 13, 1999.

RESOLUTION NO. 409-99

Re: **DEATH OF MRS. BETTY J. BRIGHAM, MEDIA ASSISTANT, WHEATON WOODS ELEMENTARY SCHOOL**

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

WHEREAS, The death on June 4, 1999, of Mrs. Betty J. Brigham, media assistant at Wheaton Woods Elementary School, has deeply saddened the staff, students, and members of the Board of Education; and

WHEREAS, In more than 15 years with Montgomery County Public Schools, Mrs. Brigham had made valuable contributions to the school system and was highly commended for her commitment to the total school program; and

WHEREAS, Mrs. Brigham displayed good rapport with students, always set very good behavior expectations, and was interested in helping students toward success; now therefore be it

Resolved, That the members of the Board of Education express their sorrow at the death of Mrs. Betty J. Brigham and extend deepest sympathy to her family; and be it further

Resolved, That this resolution be made a part of the minutes of this meeting and a copy be forwarded to Mrs. Brigham's family.

RESOLUTION NO. 410-99

Re: **DEATH OF MRS. CAROL L. MUNDON, CAFETERIA WORKER AND LUNCH HOUR AIDE, ROCK VIEW ELEMENTARY SCHOOL**

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

WHEREAS, The death on May 28, 1999, of Mrs. Carol L. Mundon, cafeteria worker and lunch hour aide at Rock View Elementary School, has deeply saddened the staff, students, and members of the Board of Education; and

WHEREAS, Mrs. Mundon was a loyal and conscientious member of the Montgomery County Public Schools staff for over 20 years and demonstrated a high degree of professionalism; and

WHEREAS, Mrs. Mundon was always tidy, prompt, and could be depended upon to go above and beyond when asked to perform additional tasks; now therefore be it

Resolved, That the members of the Board of Education express their sorrow at the death of Mrs. Carol L. Mundon and extend deepest sympathy to her family; and be it further

Resolved, That this resolution be made a part of the minutes of this meeting and a copy be forwarded to Mrs. Mundon's family.

RESOLUTION NO. 411-99            Re:    **PERSONNEL APPOINTMENT**

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

Resolved, That the following personnel appointment be approved effective July 14, 1999:

<u>Appointment</u>	<u>Present Position</u>	<u>As</u>
Helen M. Smith	Resource Teacher, Quince Orchard HS	Coordinator, Secondary Art, Theatre, and Dance

RESOLUTION NO. 412-99            Re:    **PERSONNEL APPOINTMENT**

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

Resolved, That the following personnel appointment be approved effective July 14, 1999:

<u>Appointment</u>	<u>Present Position</u>	<u>As</u>
Donna K. Watson	Acting Supervisor, Special Education Services	Supervisor, Special Education Services

RESOLUTION NO. 413-99            Re:    **PERSONNEL APPOINTMENT**

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

Resolved, That the following personnel appointment be approved effective July 14, 1999:

<u>Appointment</u>	<u>Present Position</u>	<u>As</u>
Barbara A. Simmons	Principal, Maryland State Regional Alternative School Prince George's County	Coordinator, Alternative Programs

RESOLUTION NO. 414-99      Re:    **PERSONNEL APPOINTMENT**

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

Resolved, That the following personnel appointment be approved effective July 14, 1999:

<u>Appointment</u>	<u>Present Position</u>	<u>As</u>
Steven G. Seleznow	Associate Superintendent for the Office of School Administration	Deputy Superintendent of of Schools

RESOLUTION NO. 415-99      Re:    **CLOSED SESSION RESOLUTION**

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 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 portion of its meeting on Wednesday, July 28, 1999, in Room 120 of the Carver Educational Services Center from 7:00 p.m. to 8:30 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*; and to 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 June 21, 1999, 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 June 21, 1999, from 7:35 to 8:25 p.m. in Room 120, Carver Educational Services Center, Rockville, Maryland, and

36. Reviewed and/or adjudicated the following appeals: 1999-12, 1999-13, 1999-14, 1999-15, 1999-16, 1999-17, and 1999-22.
37. Reviewed the Superintendent's recommendations for the appointments as principal of Board Acres and Kensington Parkwood elementary schools, Bethesda-Chevy Chase High School, and Rock Terrace School, subsequent to which the vote to approve the report was taken in open session.
38. Received an update from legal counsel on the recently passed pension legislation.

In attendance at part or all of the above closed sessions were: Steve Abrams, Elizabeth Arons, Larry Bowers, Fran Brenneman, Kermit Burnett, Geonard Butler, Reggie Felton, David Fischer, Bea Gordon, Marie Heck, Roland Ikheloa, Nancy King, George Margolies, Patricia O'Neill, Brian Porter, Glenda Rose, Steve Seleznow, Mona Signer, Mary Helen Smith, Roger Titus, and Paul Vance.

RESOLUTION NO. 416-99                      Re:    **BOARD APPEAL 1999-13 and 1999-17**

On motion of Mrs. King and seconded by Ms. Signer, the following resolution was adopted:

Resolved, That the Board of Education adopts its Decision and Order in Appeal 1999-13 and 1999-17, student access to the Internet, reflective of the following vote: Mr. Abrams, Mr. Burnett, Mr. Felton, Mrs. King, Mrs. O'Neill, and Ms. Signer voting to dismiss; Mrs. Gordon recused herself; and Ms. Sampedro was not the Student Board Member when this appeal was considered.

RESOLUTION NO. 417-99                      Re:    **BOARD APPEAL 1999-15**

On motion of Mrs. King and seconded by Ms. Signer, the following resolution was adopted:

Resolved, That the Board of Education adopts its Decision and Order in Appeal 1999-15, a student expulsion, reflective of the following vote: Mr. Abrams, Mr. Burnett, Mr. Felton, and Mrs. O'Neill voting to affirm in part and to reverse in part; Mrs. Gordon, Mrs. King, and Ms. Signer voting to affirm; and Ms. Sampedro was not the Student Board Member when this appeal was considered.

RESOLUTION NO. 418-99                      Re:    **BOARD APPEAL 1999-16**

On motion of Mrs. King and seconded by Ms. Signer, the following resolution was adopted:

Resolved, That the Board of Education adopts its Decision and Order in Appeal 1999-16, a residency and tuition matter, reflective of the following vote: Mr. Abrams, Mr. Burnett, Mrs. Gordon, Mrs. King, Mrs. O'Neill, and Ms. Signer voting to affirm; Mr. Felton voting to



reverse; and Ms. Sampedro was not the Student Board Member when this appeal was considered.

RESOLUTION NO. 419-99            Re:    **BOARD APPEAL T-1999-5**

On motion of Mrs. King and seconded by Ms. Signer, the following resolution was adopted:

Resolved, That the Board of Education adopts its Order in Appeal T-1999-5, a student transfer matter, reflective of the following vote: Mr. Burnett, Mrs. Gordon, Mrs. King, Mrs. O'Neill, Ms. Sampedro, and Ms. Signer voting to affirm; and Mr. Abrams and Mr. Felton were absent.

Re:    **WEB PAGES**

Mr. Abrams stated that the Board had received a memorandum on the above subject, and there was no need for future action and he withdrew the following proposed resolution:

Resolved, That the Board of Education request information on the establishment of web pages on the MCPS website for advisory committees.

RESOLUTION NO. 420-99            Re:    **GENDER EQUITY TRAINING**

On motion of Mr. Burnett and seconded by Ms. Signer, the following resolution was adopted unanimously by members present:

Resolved, That the Board of Education ask the Superintendent to provide information on gender equity training for new employees and the feasibility of providing the current training on an annual basis for staff.

Re:    **NETWORK OF COMMUNITY RESOURCES**

The following resolution was deferred until the next meeting when Mr. Felton would be present:

Resolved, That the Board of Education authorize funding to protect the interests of Montgomery County Public Schools in the development of the system for the Network of Community Resources.

Re:    **NEW BUSINESS**

The following new business items were introduced:

Ms. Signer moved and Mrs. Gordon seconded the following:

WHEREAS, Policy IEB, Middle School Education, was adopted by the Board of Education on June 22, 1992; and

WHEREAS, Policy IEB has not been reviewed by the Board of Education; and

WHEREAS, The Maryland State Board of Education shortly will be reviewing the Middle School Task Force Report which it has commissioned; now therefore be it

Resolved, That the Board of Education schedule time before January 1, 2000, to review Policy IEB and the Maryland Middle School Task Force Report.

Mr. Burnett moved and Mrs. King seconded the following:

Resolved, That the Board of Education ask the Superintendent to provide a status report on the Y2K problem; and be it further

Resolved, That the report should include (1) what, where, and how the school system is moving resources to accomplish this task, (2) a "get well" plan on how the school system moves its assets, (3) how will the planned upgrades come back into alignment, and (4) have the Board members computers been upgraded to be Y2K compliant.

Re: **ITEMS OF INFORMATION**

The following items were available as information:

- 1. Items in Process
- 2. Legal Fees Report
- 3. Construction Progress Report

RESOLUTION NO. 421-99 Re: **ADJOURNMENT**

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

Resolved, That the Board of Education adjourn its meeting of July 13, 1999, at 3:00 p.m.

\_\_\_\_\_  
PRESIDENT

PLV:gr

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SECRETARY

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