

**BOARD OF EDUCATION OF CARROLL COUNTY  
THOMAS G. HILTZ, PRESIDENT  
CHARLES I. ECKER, SUPERINTENDENT  
BOARD MINUTES (APPROVED)  
JULY 26, 2006**

**PRESENT**

Gary W. Bauer, Vice President  
Cynthia L. Foley  
Thomas G. Hiltz, President  
C. Scott Stone  
Maggie McEvoy, Student Representative  
Stephen H. Guthrie, Assistant Superintendent of Administration  
Rochelle Eisenberg, Legal Counsel

**ABSENT**

Charles I. Ecker, Superintendent  
Patricia W. Gadberry  
Dean Minnich, County Commissioner

President Hiltz convened the Board of Education in administrative session on Wednesday, July 26, 2006, at 1:15 p.m. in the Board meeting room at 125 N. Court Street. Mr. Hiltz led the audience in the Pledge of Allegiance; all remained standing for a moment of silent meditation.

Moved by Mr. Bauer, seconded by Mr. Stone, Mr.

**APPROVAL OF AGENDA**

Hiltz asked to amend the agenda by placing Board Policy CCA – Table of Organization under Discussion at agenda item number 4.01; 3.02 Approval of New Northeast Area High School Schematic Design removed from the agenda; and Approval of School Bus Contracts added as agenda item number 3.02. The Board unanimously voted to approve the amended agenda.

Moved by Mrs. Foley, seconded by Mr. Stone, the Board unanimously voted to approve the June 28, 2006 Board minutes.

**APPROVAL OF BOARD  
MINUTES – JUNE 28, 2006**

## **PERSONNEL**

Moved by Mr. Bauer, seconded by Mr. Stone, Mr. Guthrie reviewed personnel action items of 20 new hires, 1 release from contract, 10 leaves of absence, 1 increase, 2 decreases and 1 broken contract. Mr. Guthrie recommended for Board approval the professional personnel appointments of Kathy J. Barrett to pupil personnel worker, James H. Bullock to Area Supervisor of Special Education in the Transportation Department, Christina Dougherty to assistant principal at Westminster High School, Joseph V. Guerra to assistant principal at Francis Scott Key High, and Ruthanne Kenney to assistant principal at Liberty High School.

**PERSONNEL**

The Board unanimously voted to approve the personnel action items.

For Board information, Mr. Guthrie announced the transfer of Margaret E. Pfaff to Director of Curriculum and Instruction.

## **ACTION ITEMS**

### Consent Agenda

**CONSENT AGENDA**

1. Award of Bids (ADDENDUM #1)
2. Approval of CIP Budget Transfer – FY07 (ADDENDUM #2)

Moved by Mr. Stone, seconded by Mrs. Foley, the Board unanimously voted to approve the Consent Agenda.

Moved by Mrs. Foley, seconded by Mr. Bauer, the Board unanimously voted to approve the Change Order for soil modification to the sub grade for the paving at Westminster High School. (ADDENDUM #3)

**APPROVAL OF CHANGE ORDER FOR SOIL MODIFICATION TO THE SUBGRADE FOR THE PAVING AT WESTMINSTER HIGH SCHOOL**

Al Eilbacher, Supervisor of Construction, told Board members it was determined the sub soil of the parking lots and the driveway was not sufficient to support the new paving. This contract is from FY07 funds.

Moved by Mr. Stone, seconded by Mrs. Foley, the Board unanimously voted to approve a consultant contract with Divonna Stebick for training and follow-up support to Instructional Support Teams at each elementary school.

**APPROVAL OF PROFESSIONAL SERVICES CONTRACT – DIVONNA STEBICK**

Moved by Mr. Bauer, seconded by Mrs. Foley, the Board unanimously voted to approve school bus contracts. (ADDENDUM #4)

Board members asked for clarification on the sale of school bus contracts vs. bus company ownership. A concern was raised about whose name is on the contract and who owns the bus company. Mr. Hiltz asked for Board consensus to revisit this in Board Policy EE – Contracted Bus Service.

**APPROVAL OF SCHOOL BUS CONTRACTS**

## **DISCUSSION**

Mr. Guthrie recommended a change in the Instructional side of the Board Policy CCA - Table of Organization. The recommendation is to join the Department of Curriculum and Instruction with the Department of Staff Development. This would remove the cabinet position of Director of Staff Development and rename the position to Director of Curriculum, Instruction, and Staff Development.

**BOARD POLICY CCA – TABLE OF ORGANIZATION**

The recommended change will be out for public comment for 30 days.

## **REPORTS**

### **1. Revisions to Administrative Regulations for Board Policy KGF – Community Use of School Facilities**

The revisions reflect rate increases for use of school facilities due to the increase in operating costs. Rates are calculated on a per square foot basis, and charges for heating and cooling are based upon the actual utility usage and averaged over each school type. The last increase was in the 2004-2005 school year.

The rate change is effective at the start of the 2006-2007 school year.

(ADDENDUM #5)

Mr. Hiltz requested the schedule of charges be put on the school system web site and that all regular users be notified in writing of the increase in fees.

**2. School Construction Report**

Projects currently being administered by the Construction Department are Ebb Valley Elementary School and full-day kindergarten classroom additions at Carrolltowne, Eldersburg, Linton Springs, Piney Ridge, Spring Garden, and Westminster Elementary Schools. Westminster West Middle School is receiving air conditioning and HVAC replacement.

Mr. Eilbacher told Board members that we would continue to monitor the permitting requirements of the developer of the residential area adjacent to the Ebb Valley Elementary School site. We are assured that all of the permits will be obtained by August 31. It is noted that much of the permitting is outside of school system control.

Mr. Eilbacher reported use and occupancy permits for full-day kindergarten classroom additions, for all but Piney Ridge Elementary School, which would be issued by August 1. Mr. Eilbacher will check on the completion date of the Piney Ridge kindergarten classrooms.

**3. Monthly Financial Report**

This report provides budget, revenue, and expenditure information for the Current Operating Fund for the fiscal year ending June 30, 2006 (FY2006). At this stage of the fiscal year, it is projected that available revenue will exceed expenditures by \$248,414.

## **OLD BUSINESS**

The Board of Education will have the following meetings in August:

- Regular Board Meeting – August 9, 2006 at 5:00 p.m.
- Board of Commissioners/Board of Education Meeting – August 23, 2006 at 1:00 p.m. – 125 N. Court Street, Westminster
- Administrative Board Meeting – August 23, 2006 at 2:00 p.m.
- Board Work Session – *Career and Technology Scope Study* – August 23, 2006 immediately following the Board meeting.

## **NEW BUSINESS**

Mrs. Foley offered thanks to Steve Johnson for his work in curriculum and instruction and sent best wishes for much success as principal at Northwest Middle School.

With no further business to come before the Board, Mr. Hiltz adjourned the meeting at 1:50 p.m.

At 12:37 p.m. after it was moved by Mr. Bauer, seconded by Mr. Stone, the Board unanimously voted to go into closed session in accordance with Section 10-508 of the Annotated Code of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; to consider the acquisition of real property for a public purpose and matters directly related thereto; to consult with counsel to obtain legal advice on a legal matter; and to consult with staff, consultants, or other individuals about pending or potential litigation.

In attendance: Mr. Bauer, Mrs. Foley, Mr. Hiltz, Mr. Stone, Dr. Fulton, Mr. Guthrie, Mrs. Richards, and Mrs. Eisenberg (legal counsel). Absent: Mrs. Gadberry and Dr. Ecker.

**JULY 26, 2006 - CLOSED SESSION SUMMARY FOR APPROVED BOARD MINUTES**

Personnel issues were discussed.

The Board received updates on land acquisition for a new high school.

Moved by Mr. Bauer, seconded by Mrs. Foley, the Board unanimously voted to approve the July 12, 2006 closed session minutes.

Closed session adjourned at 1:10 p.m.

In attendance: Mr. Bauer, Mrs. Foley, Mr. Hiltz, Mr. Stone, Dr. Fulton, Mr. Guthrie, Mrs. Richards, and Mrs. Eisenberg (legal counsel). Absent: Mrs. Gadberry and Dr. Ecker.

**JULY 26, 2006 – ADMINISTRATIVE FUNCTION**

The Superintendent/Board will continue the scheduled Town Meetings twice a year and add additional Town Meetings as issues/topics of public concern arise.

Technology Services will work with Board members to reduce the amount of SPAM and e-mail failure notices that they receive in their mailboxes.

The Board received an update on a task force formed by the Mayor of Mount Airy to look at the South Carroll High School facility. The Board will send an unofficial representative who can provide background information to the committee.

Board members received information on the legislative audit.

CIE/tr

## BOARD AGENDA ITEM

ADDENDUM #1

INFORMATION

ACTION

DISCUSSION

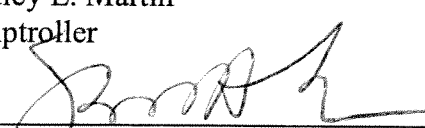
REPORT

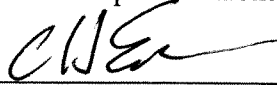
TITLE: Award of BidsDate: July 26, 2006**OVERVIEW:**

1. RFP 07-032N - Architectural and Engineering Services for the Design, Bidding and Construction Administration Services for the Roof Replacement at Sykesville Middle School
2. RFP 07-033N - Mechanical/Electrical Engineering Services for the Design, Bidding and Construction Administration Services for the HVAC Replacement at Robert Moton Elementary School
3. Bid No.07-037R – Paper
4. Bid No.07-034R - Athletics' Bus Transportation
5. Anne Arundel County Public Schools Contract No. 04CM-36 – Football Equipment Reconditioning
6. Howard County Public Schools Bid No. 072.06B1 - Report on Natural Gas
7. State of MD Contract No. BPO 001B4900185 – Medtronic Emergency Response Systems (Defibrillators)

**FISCAL IMPACT:** As stated in action item.**RECOMMENDATION/FUTURE DIRECTION**

It is recommended that the Board of Education approve the above listed bids as submitted.

**Submitted by:**Nancy G. Codner, CPPB  
Supervisor of Purchasing**Approve/Concur:**Bradley L. Martin  
Comptroller

  
 \_\_\_\_\_  
 Stephen H. Guthrie  
 Assistant Superintendent of Administration


  
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 Charles I. Ecker  
 Superintendent of Schools

## SUMMARY

### RECOMMENDED BID AWARD

July 26, 2006

#### LOCAL CIP

1. June 22, 2006 and July 11, 2006 - Opened (RFP 07-032N) for **Architectural and Engineering Services for the Design, Bidding and Construction Administration Services for the Roof Replacement at Sykesville Middle School**. Recommend award be made to the firm of **Gale Associates, Inc.** in the amount of **\$59,900.00**.

Technical Proposals were received and evaluated from four (4) firms, from which three (3) were short-listed. Price proposals were requested from the three (3) short listed firms. Technical proposals were weighted at 75% (75 points) and price proposals were weighted at 25% (25 points). Summary of evaluations and pricing is as follows:

	<b>Gale Associates</b>	Buck Simperts Architect	Gilbert Architects
Price	<b>\$59,900.00</b>	\$68,770.00	\$75,800.00
Technical Points	73.00	60.00	62.50
Price Points	25.00	21.25	19.00
Total Points	98.00	81.25	81.50

2. June 29, 2006 and July 12, 2006 - Opened (RFP 07-033N) for **Mechanical/Electrical Engineering Services for the Design, Bidding and Construction Administration Services for the HVAC Replacement at Robert Moton Elementary School**. Recommend award be made to the firm of **Gipe Associates, Inc.** in the amount of **\$88,000.00**.

Technical Proposals were received and evaluated from thirteen (13) firms, from which four (4) were short-listed. Price proposals were requested from the four (4) short listed firms. Technical proposals were weighted at 75% (75 points) and price proposals were weighted at 25% (25 points). Summary of evaluations and pricing is as follows:

	Gipe Associates	Kibart	Schlenger / Pitz	URS
Price	<b>\$88,000.00</b>	\$98,000.00	\$133,610.00	\$146,000.00
Technical Points	68.50	60.75	60.75	65.25
Price Points	25.00	22.25	12.00	8.50
Total Points	93.50	83.00	72.75	73.75

## SUMMARY

### RECOMMENDED BID AWARD

July 26, 2006

#### FY 2007 - OPERATING BUDGET

3. June 28, 2006, 2006 - Opened bid (**No. 07-037R**) for **Paper**. Recommend award be made by category to **Frank Parsons**. The estimated award value for copier paper and cardstock is **\$279,929.97**. This contract is for a six (6) month period, with the option of renewal for an additional six (6) month period. One (1) price increase may be considered if the option for renewal is exercised, contingent upon satisfactory vendor pricing and performance. Delivery of all paper will be made directly to school locations. Paper for Central Office use will be warehoused. Quantities were based upon the current needs and usage of all schools and Central Office. Ten vendors were invited to participate with only one vendor bidding. The complete bid tabulation is on Attachment No. 1.

Vendor	Estimated Annual Totals
<b>Frank Parsons</b>	<b>\$279,929.97</b>

#### CATEGORY 05

4. June 22, 2006 - Opened bid (**No. 07-034R**) & July 13, 2006 Opened bid (**No. 07-039R**) for **Athletics' Bus Transportation** for the 2006-2007 school year. Recommend awards be made to low bidders, with approval in concurrence from the Departments of Transportation and Athletics. To date, the total award for these services is **\$333,213.19**. Reference Attachment No. 2 for bid summary.

#### CATEGORY 17

5. August 2005 – It is recommended that an award be made for **Football Equipment Reconditioning** to **Circle System Group** in the amount of **\$37,500**. This award piggybacks **Anne Arundel County Public Schools Contract No. 04CM-36**, which is valid through June 30, 2007.
6. **Report on Natural Gas – Howard County Public Schools Bid No.072.06.B1**  
This was a joint bid between Anne Arundel County, Carroll County, and Howard County public school systems, with Howard County Public Schools taking the lead. A separate contract was entered into by each jurisdiction.

## SUMMARY

### RECOMMENDED BID AWARD

July 26, 2006

Bids were received and opened on May 1, 2006, however due to the volatility in market prices that day, refreshed prices were requested May 2, 2006. An award of bid was made to Washington Gas Energy Services for a three (3) year term at a rate of \$1.2120 per therm (summer and winter), and is the cost to the “burner tip”. The price does not include the BGE transmission rate of approximately \$.22 per therm. Based upon previous yearly usage, the total contract amount will be approximately \$900,000 per year, which is a savings of approximately \$30,000 per year.

Even though this contract was awarded in May, Carroll County Public Schools could not sign contracts until the end of June due to discrepancies in account and usage numbers.

7. **State of MD Contract No. BPO 001B4900185 – Medtronic Emergency Response Systems (Defibrillators)**

It is recommended that the Board of Education approve the procurement of twenty-three (23) defibrillators, using the above referenced State Bid, in the amount of **\$36,685**. Each High School will receive three (3) defibrillators: one (1) mounted, and two (2) portable; and a mounted defibrillator will be placed at the Gateway School and Carroll County Career and Technology Center. This will meet and possibly exceed the current State standards.

**Attachment No. 1**

**Bid Tabulation: 07-037R Paper**

<b>Copier, Duplicator and Laser Jet</b>				Price per thousand	Extension
Item	Est Qty. (M)	Size	Color/Type		
1	32,500	8½" x 11"	White/20#, Virgin, 92 brightness, 5000 sheets/10 reams/case	\$5.424	\$176,280.00
2	4,000	8½" x 11"	White/20#, Virgin, 3 hole punch, 92 brightness, 5000 sheets/10 reams/case	\$5.762	\$23,048.00
3	150	8½" x 14"	White/20#, Virgin, 92 brightness, 5000 sheets/10 reams/case	\$7.398	\$1,109.70
4	25	8½" x 11"	White/24#, 25% Bond, 30% post consumer fiber & acid free, 5000 sheets/10 reams/case	\$6.625	\$165.63
5	400	8½" x 14"	COLORS/20#, 30% post consumer fiber & acid free, 5000 sheets/10 reams/case	\$8.624	\$3,449.60
6	200	11" x 17"	White/20#, Virgin, 84 brightness, 5000 sheets/10 reams/case	\$11.524	\$2,304.80
7	7,500	8½" x 11"	COLORS/20#, 30% post consumer fiber & acid free, 5000 sheets/10 reams/case	\$6.666	\$49,995.00
8	1,400	8½" x 11"	Colors/20#, 3 hole punch, 30% post consumer fiber & acid free, 5000 sheets/10 reams/case	\$7.068	\$9,895.20
					\$266,247.93
<b>Copier and Duplicator <u>CARDSTOCK</u></b>					
9	90	8½" x 11"	White/65# 2,000 Shts/Ctn	\$13.235	\$1,191.15
10	180	8½" x 11"	Various Colors/65# Regular 2,000 Shts/Ctn.	\$14.065	\$2,531.70
11	200	8½" x 11"	Various Colors/65# <b>Neon</b> 2,000 Shts/Ctn.	\$24.675	\$4,935.00
12	28	8½" x 11"	White/ 110# 2,000 Shts/Ctn.	\$17.375	\$486.50
13	60	8½" x 11"	Various Colors/ 110# 2,000 Shts/Ctn.	\$18.295	\$1,097.70
					\$10,242.05
<b>NCR Xeroform for Copiers - PRECOLATED</b>					
14	25	8½" x 11" Precolated	2 part 20# Straight-Collate, Carbonless Xero/form 2500 Sheets/Ctn	\$43.200	\$1,080.00
15	16.70	8½" x 11" Precolated	3 part 20# Straight-Collate, Carbonless Xero/form 1670 Sheets/Ctn.	\$68.263	\$1,139.99
16	12.50	8½" x 11" Precolated	4 part 420# Straight-Collate, Carbonless Superior/form 1250 Sheets/Ctn.	\$97.600	\$1,220.00
					\$3,439.99
<b>Estimated Annual Totals:</b>					<b>\$279,929.97</b>

**Attachment No. 2**

Bid: 06-002R Athletics Team Bus Transportation Opened: June 22, 2005, 11:00 am

Bid: 07-039R Athletics Team Bus Transportation Opened: July 13, 2005, 11:00 am

	Lawrence Schaffer	Johnson Bus Service	Earl Haines	Rill's Bus Service	Bauer Bus Service	Bill Rohrbaughs	Sojourner Student Transp
<b>Century</b>							
Total Price		\$41,888.95 (171 trips)					
Rate per Hour		\$18.00					
Mileage Rate		\$1.55					
<b>Francis Scott Key</b>							
Total Price				\$66,921.25 (178 trips)			
Rate per Hour				\$18.00			
Mileage Rate				\$2.00			
<b>Liberty</b>							
Total Price					\$31,695 (126 trips)	Unable to service all sports \$24.00	Unable to service all sports \$25.00
Rate per Hour					\$17.00		
Mileage Rate					\$1.45	\$2.10	\$0.50
<b>North Carroll High</b>							
Total Price	\$58,683.18 (157 trips)		Unable to service all sports \$16.00				
Rate per Hour	\$18.25		\$1.30				
Mileage Rate	\$1.95						

	Lawrence Schaffer	Johnson Bus Service	Earl Haines	Rill's Bus Service	Bauer Bus Service	Bill Rohrbaughs	Sojourner Student Transp
<b>South Carroll</b>							
Total Price		\$48,855.33 (175 trips)					
Rate per Hour		\$18.00					
Mileage Rate		\$1.55					
<b>Westminster High</b>							
Total Price	\$15,878.81 (51 trips)	\$13,599.10 (46 trips)		\$2779.15 (14 trips)			
Rate per Hour	\$18.25	\$18.00		\$18.00			
Mileage Rate	\$1.95	\$1.55		\$2.00			
<b>Winters Mill</b>							
Total Price	Unable to service all sports		Unable to service all sports	\$52,912.42 (170 trips)			
Rate per Hour	\$18.25		\$16.00	\$18.00			
Mileage Rate	\$1.95		\$1.30	\$2.00			

## BOARD AGENDA ITEM

ADDENDUM #2

INFORMATION

ACTION

DISCUSSION

REPORT

TITLE: Approval of CIP Budget Transfer – FY 07DATE: July 26, 2006**OVERVIEW:**

The North Carroll High School HVAC Replacement project was completed in September 2004. In order to close the account for this CIP project, the remaining funds are being transferred to a current HVAC Replacement project. This transfer complies with a request from Carroll County Government to close the completed project.

From	Amount
North Carroll High School HVAC Replacement, Project #424	\$ 25.00

To	Amount
Robert Moton Elementary HVAC Replacement, Project #430	\$ 25.00

FISCAL IMPACT None**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board of Education approve submitting the budget transfer of \$25.00 to the Carroll County Commissioners- Request Number 1 for the FY 2007 Capital Improvement Program Budget.

Submitted by:



Albert G. Eilbacher  
Supervisor of Construction

Approve/Concur:




Raymond Prokop  
Director of Facilities



Bradley L. Martin  
Comptroller



Stephen H. Guthrie  
Assistant Superintendent of Administration



Charles I. Ecker  
Superintendent of Schools

**BOARD AGENDA ITEM****ADDENDUM #3****INFORMATION  
REPORT****ACTION****DISCUSSION****TITLE:** Approval of Change Order for Soil Modification  
to the Subgrade for the Paving at Westminster High School**DATE:** July 26, 2006**OVERVIEW:**

In accordance with Board of Education Policy FEF, Construction Change Orders and Substitutions, "change orders over \$25,000 shall be submitted by the Superintendent to the Board of Education for approval."

During the reconstruction of the entrance drives and parking lots at Westminster High School and Carroll County Career & Technology Center unsuitable subsurface soils were encountered after the removal of the existing bituminous pavement in parking lots "D" and "E" at Westminster High School. These areas where unsuitable subgrade soils were found total approximately 11,600 square yards. The Civil Engineer has recommended the use of cement-modified soil to reduce the plasticity index and improve the bearing strength of the existing subgrade soils. The sitework contractor has provided a change order proposal to perform this work at a not to exceed cost of \$88,267. The civil engineer, Construction Department staff, and the Director of Facilities reviewed this proposal, in accordance with the associated Carroll County Public Schools' Administrative Regulations, and concur that this additional work is warranted to assure the preservation and life expectancy of the final pavement.

Board of Education approval is required to proceed with the execution of a change order for this corrective work.

**FISCAL IMPACT:** This additional cost of \$88,267 can be absorbed in the CIP Paving Account.

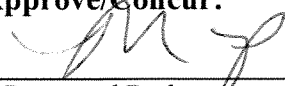
**RECOMMENDATION/FUTURE DIRECTION**

For Board of Education approval to execute a change order for the inclusion of additional work for the correction of unsuitable subsurface conditions as part of the reconstruction of the entrance drives and parking lots at Westminster High School and Carroll County Career & Technology Center project.


**Submitted by:**

Albert G. Eilbacher  
Supervisor of Construction

**Approve/Concur:**

  
\_\_\_\_\_  
Raymond Prokop  
Director of Facilities

  
\_\_\_\_\_  
Stephen H. Guthrie  
Assistant Superintendent of Administration

  
\_\_\_\_\_  
Charles I. Ecker  
Superintendent of Schools

**BOARD AGENDA ITEM**

**ADDENDUM #4**

**INFORMATION**

**ACTION**

**DISCUSSION**

**REPORT**

**TITLE:** Approval of Transfer of School Bus Contracts

**Date:** July 26, 2006

**OVERVIEW:**

Transfer of School Bus Contracts as follows:


- Transfer school bus contract #94 from Jacqueline Paugh to Michelle Webb
- Transfer school bus contract #37 from Roland C. Strawsburg to Tina L. Feeser
- Transfer school bus contracts #31, #90, #91, #195, #196, #396, #400, #267 from Earl E. Smith, Inc. to F & S Transportation MD, Inc.
- Transfer school bus contracts #1, #44, #164, #182, #358, #382, #383, #398 from Nancy J. Rohrbaugh to F & S Transportation MD, Inc.
- Transfer school bus contracts #85, #105, #119, #184, #185 from Reed's Buses, Inc. to F & S Transportation MD, Inc.
- Transfer school bus contracts #103, #116, #257, #124, #163, #167, #380 from Thomas R. Miller to F & S Transportation MD, Inc.
- Transfer school bus contracts #3, #28, #56, #89, #186, #190, #388 from William L. Rohrbaugh to F & S Transportation MD, Inc.

**FISCAL IMPACT:** None


**RECOMMENDATION/FUTURE DIRECTION:**


Recommended for Board approval.

**Submitted by:**

  
 \_\_\_\_\_  
 James L. Doolan  
 Director of Transportation Services

**Approve/Concur:**

  
 \_\_\_\_\_  
 Stephen H. Guthrie  
 Assistant Superintendent of Administration

  
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 Charles I. Ecker  
 Superintendent of Schools