

MONTGOMERY COUNTY BOARD OF EDUCATION POLICY COMMITTEE

February 13, 2008

The meeting was called to order at 2:30 p.m. with the following committee members and Board staff present: Sharon Cox (chair), Shirley Brandman, Suzann King (staff assistant), and Glenda Rose (recorder).

Other staff present: Stephanie Williams, Christina Yuknis, John Matthews, Brian Edwards, Cathy Pevey, Harriet Potosky, Sally Davis, Karen Crawford, Holli Swann, Lori-Christina Webb, Kathy Lazor, and Don Kopp.

Others present: Jane de Winter

Committee Minutes

ACTION: The minutes of the January 9, 2008, meeting were approved after being amended, as follows: adding under action for Policy IEB, *Middle School Education*: "Staff will provide information about composition of the Middle School Advisory Committee, including a recommendation concerning adding students to the advisory committee."

Policy EEA, Student Transportation

Staff presented a final draft of Policy EEA based on the suggestions from the Policy Committee and a meeting with parents. The suggested changes included:

1. header for paragraph on *environmental and economic factors*
2. substituting "parent organizations" for "PTAs" in the section regarding who will be notified of routing changes that involve reductions of service in a timely manner
3. correct the reference to COMAR
4. reorganizing the section on eligibility for transportation

ACTION: The committee agreed to forward Policy EEA to the full Board with a recommendation that the Board take tentative action and send out the policy for public comments.

Communication and Monitoring Process for Policy JNA: Curricular Expenses

In September 2007, several community complaints were received about students being required to purchase textbooks, and the committee asked staff for a report concerning Policy JNA implementation systemwide and the associated monitoring process.

As a follow up to the September meeting, staff reported that a memorandum on student expenses is included in the packet that Office of School Performance (OSP) sends to all principals. Furthermore, OSP has monthly monitoring meetings to assure compliance with procedures sent forth in that memorandum. In November/December, OSP reviews fee requests to assure compliance with the guidelines. OSP developed a decision tree for staff

to evaluate the application and approval for curricular fees requests.

The policy requires that textbooks are available free of charge for all students. Charges can only be justified for materials that students keep.

Staff is still working with International Baccalaureate instructors since they had been taught that students should make notes in the textbook which necessitates students having to purchase the textbooks. Furthermore, summer reading requirements also must be reviewed and assessed. Given the new monitoring process, staff stated that there is a need to go through an entire year's cycle to assure there are no charges that are inappropriate.

The committee was concerned about items that students "had" to purchase that were not curricular fees, such as pass books. Staff replied that each school has a school improvement team, they make management choices, and there are provisions for those who cannot pay the fee. Furthermore, this is a culture shift for most school administrators. OSP will monitor and have conversations with school staff concerning these required purchases, which is a separate issue from curricular fees.

ACTION: By consensus, the committee agreed that OSP will continue to monitor the implementation of Policy JNA for consistency. The committee suggested that Policy JNA be referenced in OSP's monitoring protocol.

Review of Policy HDD: *Designation of MCAASP/Noncertificated Supervisory Employees*

There were no public comments regarding this policy. In addition, staff and the committee had no revisions.

ACTION: The committee agreed to forward Policy HDD to the full Board with a recommendation that the Board take final action.

Evaluation of Policy CNA: *Instructional Material and Announcements*

Staff presented the evaluation overview with the scope, standard of review, and methodology with preliminary steps and data collection.

Random sampling will be used to determine which schools will be asked to submit materials for the document analysis. A different set of randomly selected schools will be visited. Efforts will be made to ensure schools at each level and geographic location will be represented.

ACTION: By consensus, staff will continue the evaluation process for Policy CNA and report back to the Policy Committee.

Policy JPG: Wellness: *Physical and Nutritional Health*

This policy was placed on the agenda for discussion because a recent County Council survey indicated that most schools did not know there was a wellness policy for MCPS. On

January 30, 2008, Dr. Weast sent a memo to the Board indicating that MCPS and the Department of Health and Human Services have reviewed the report given to the County Council and support the recommendations to reconvene the MCPS' Wellness Policy Committee. Further, in that memo, Dr. Weast stated that the committee may recommend additional changes to enhance the policy. Discussion focused on what the law requires in a local education agency's (LEA) wellness policy, the effort of the Maryland State Department of Education (MSDE) workgroup to create a template and rubric to monitor the LEA's wellness policies, and how to address the statement in the report about the lack of schools' awareness of MCPS' wellness policy, Policy JPG.

Since nutrition and obesity are national issues, the committee thought the school system should be proactive in developing an awareness campaign. The committee asked staff to evaluate Policy JPG: *Wellness: Physical and Nutritional Health* (instead of Policy GAA) after Policy CNA. Since MSDE has a work group looking at a template and rubric for monitoring the policy, the committee suggested that Ms. Yuknis and Ms. Lazor collaborate to evaluate the policy to avoid duplicating efforts.

ACTION: In March, the committee would like clarification of the superintendent's statements that the Wellness Policy Committee should be reconvened and explore changing MCPS' wellness policy.

Next Meeting and Adjournment. The next committee meeting is scheduled for March 12, 2008, at 2:30 p.m. in Room 120. Agenda items may include:

1. Policy JPG: *Wellness: Physical and Nutritional Health*
2. Policy IOA: *Gifted and Talented Education*
3. Policy CFA: *Site-based Participatory Management*
4. Policy IPD: *Field Trips*
5. Update Policy IKA: *Grading and Reporting* (including Evaluation Process and Loss of Credit)

The Board of Education Handbook will be scheduled for a separate meeting.

The meeting adjourned at 3:55 p.m.