

**MONTGOMERY COUNTY BOARD OF EDUCATION  
POLICY COMMITTEE**

September 12, 2007

The meeting was called to order at 3:30 p.m. with the following committee members and staff present: Sharon Cox (chair), Pat O'Neill, Ben Moskowitz, Suzann King (staff assistant), and Glenda Rose (recorder). Board member Judy Docca was also present.

Other staff present: Stephanie Williams, Lori-Christina Webb, Robin Confino, Holli Swann, Cathy Pevey, Christina Yuknis, Karen Crawford, Frank Stetson, Brian Edwards, and Don Kopp.

Others present: Jane de Winter, Kay Romero, Suzanne Weiss, Jaclyn Gunvitz, Madelyn Hamilton, and Charles Sye.

1. **Committee Minutes**

**Action:** The minutes for the July 11, 2007, meeting were approved as presented.

2. **Policy HDD, Designation of the Montgomery County Association of Administrative and Supervisory Personnel as Exclusive Representative of Noncertified Supervisory Employees** – Noting that the Board of Education already passed resolutions designating certain unions as the exclusive representative for their respective memberships, staff contacted the unions to discuss rescinding policies HDA, HDB, and HDC, as well as not proceeding with the approval of draft Policy HDD. Staff also asked the unions about the possibility of including the Board resolutions in the respective contracts. The unions did not want to include the Board resolutions into the contracts and preferred the policies.

**Action:** The consensus of the committee was to forward Policy HDD to the Board with a recommendation for approval, and not to rescind Policies HDA, HDB, and HDC.

3. **Policy KMC, Services Provided to Non-Profit Private Organizations**

**Action:** This item was deferred until the October meeting.

4. **Taylor v. Montgomery County Board of Education case (before the Maryland State Board of Education, Opinion No. 07-32) and review of system process for identification of policies needing revision or rescission.**

In light of the above referenced case, the committee was interested in the process and procedure utilized by staff for monitoring/reviewing policies to determine those policies should be rescinded, revised, or rewritten to reflect law

or consistency with other policies. Staff discussed the recent enhancements to the policy audit process that will cause each policy to be reviewed every three years. Discussion focused on the need for a mechanism to trigger a review based on the policy's last revision date or original policy adoption, the need to streamline policies, the audit process and the new enhancements to the audit process.

**Action:** Staff will report back to the committee concerning how to evaluate the outcome of the three year policy review process.

5. **Policy JNA, Curricular Expenses for Students** - In light of several community complaints about being required to purchase textbooks, at the last meeting, the committee asked staff for a report concerning Policy JNA, its implementation systemwide, and the associated monitoring process. Staff explained that each school receives a list of approved fees twice a year. Whenever a new fee is requested, the Office of School Performance requests documentation to justify the charge to verify that fees are within acceptable guidelines. Each school is required to inform students and parents of any course-related fees, usually through the course bulletin. The policy is explicit that no students will be excluded from a course based on an inability to pay a fee.

Staff also reported that AP textbooks are being provided to students, although some textbooks have not arrived at the schools yet. In courses where staff suggest annotation, the students are encouraged to purchase a copy of the textbook. Workbooks are provided to students who are unable to pay the fee, but they must record the answers on a separate sheet and not write in the workbook.

Discussion focused on the communication to parents at Winston Churchill High School and Walter Johnson High School regarding this issue, concerns about whether staff was following the policy, the implementation of the policy, consistency of policy implementation throughout the school system, the need to standardize the communication to parents in the registration materials, and the need for a monitoring process to assure that the implementation practices are in accordance with the policy.

**Action:** Within a reasonable time frame, staff is to report back to the committee concerning a monitoring strategy, as well as the changes that have been made in the processes and communication to parents concerning the issue.

6. **Policy KEA, Political Campaigns and Political Materials** - The committee reviewed the proposed change to Policy KEA that seeks to allow students a total of three days per school year for primary and general elections. During this discussion of the policy, it was suggested that on line 77 of the draft policy, "PTA's" be changed to "PTSA's" and "high school SGA's" be added.

**Action:** The committee agreed to forward the proposed changes to Policy KEA (including the changes recommended to line 77) to the full Board, with a

recommendation for approval.

7. **Policy CNA, Distribution of Informational Materials** - The status of student government was considered. The committee agreed with staff's interpretation that student government organizations are part of the school system and entitled to distribution of materials.

**Action:** N/A

8. **Policy Evaluation Work Plan** - Staff gave a brief presentation concerning a draft Policy Evaluation Process. During this process, staff will determine the policies' guiding principles, examine the scope, establish the standard of review, determine the evaluation methodology, analyze the effectiveness of policies' implementation, evaluate whether the desired outcomes have been achieved and provide any relevant recommendations. This process will be used to begin evaluation of Policies IPD, CNA, and GAA. Discussion focused on stakeholder identification and timeline for the evaluation process.

**Action:** Staff is to provide the committee with an update on the evaluation work plan in November.

9. **Next Meeting and Adjournment**. The next committee meeting is scheduled for September 10, 2007, at 2:30 p.m. in Room 120. Possible agenda items include: Policy KMC, Policy JEB, the Policy Audit Process, and the rescission of certain policies. The meeting adjourned at 4:45 p.m.