

# MONTGOMERY COUNTY BOARD OF EDUCATION POLICY COMMITTEE

October 15, 2008

The meeting was called to order at 2:00 p.m. with the following Board members and Board staff present: Sharon Cox (chair), Shirley Brandman, Quratul-Ann Malik, Pat O'Neill, Suzann King (staff assistant), and Glenda Rose (recorder).

Other staff present: Stephanie Williams, Harriet Potosky, Marshall Spatz, Robin Confino, Brian Edwards, Suzanne Merchlinsky, Lori-Christina Webb, and Stacy Scott.

## **Committee Minutes**

**Action:** The minutes of the September 10, 2008, meeting were approved, as presented.

## **Policy AEB, Strategic Planning for Continuous Improvement**

Policy AEB was reviewed by the Board of Education's Strategic Planning Committee, which had no changes. The Policy Committee edited Section C.4. to read:

The Strategic Planning Committee will periodically review and report on the efficacy of the planning process. The Annual Report will provide information on the progress and success of the strategic plan.

**Action:** The Policy Committee will recommend to the Board tentative approval of Policy AEB.

## **Annual Reporting Requirements**

The Policy Committee reviewed the reporting requirements contained in various policies. As the committee reviewed the requirements, the committee noted that any changes to the reporting requirements would be non-substantive changes that do not affect the core content of the policy, or the logistical and operational needs of the system.

The committee evaluated the reporting requirements of each policy with the reports that had completed as well as contained in the *Annual Report on Our Call to Action* (AR). Discussion focused on whether the reporting requirement would assist the Board in its decision-making, any requirements satisfied by the Annual Report, there should be a link to the policy, some of the requirements are antiquated and others are not aligned with the needs of the Board. Further, the Committee questioned what process or system would be put into place to ensure adherence to the reporting requirements.

**Action:** After reviewing the various reporting requirements, the Policy Committee took the following actions:

Policy	Notes Regarding Requirements and Committee Action
ABA, <i>Community Involvement</i>	December 2007 – Contained in Annual Report (AR) Goal 3, Milestone 2
ACE, <i>Gender Equity</i>	April 2007 report. Recommend removing reference to defunct advisory committee and substitute biennial report for annual report
ACF, <i>Sexual Harassment</i>	Quarterly reports are submitted to the Board
AEB, <i>Strategic Planning for Continuous Improvement</i>	Revised policy
BFA, <i>Policysetting</i>	Committee was apprised on May 13, 2008
BMA, <i>Board of Education Advisory Committees</i>	No change
BNB, <i>Board Staff Management and Operations</i>	No change
BOA, <i>Policy on Legal Services</i>	Board receives monthly reports on expenditures. Committee recommends change so that Board will receive evaluative reports on legal services on a cycle aligned with contract negotiation timelines.
CFB, <i>Charter Schools</i>	No charter schools in Montgomery County so no change needed
CNE, <i>Facility Improvements . . .</i>	Committee recommends changing to annual report
DAA, <i>Fiscal Responsibility and Control</i>	No change
ECN, <i>Telecommunication Transmission Facilities</i>	Incident generated reports
FAA, <i>Long-range Educational Facilities Planning</i>	No change
FKB, <i>Modernization/Renovation</i>	No change
GBA, <i>Workforce Diversity</i>	Contained in AR Goal 4, Milestone 2
GBH, <i>Employment of Individuals with Disabilities</i>	Committee recommends including in AR Goal 4, Milestone 2
GIG, <i>Funding Retirement/Pension System</i>	No change
IGA, <i>High School Core Courses</i>	Policy under review by staff
IOD, <i>Education of English Language Learners</i>	Committee suggested deleting F.1. in the policy. Report captured in AR and MSDE report
JEC, <i>Placement, Promotion, Acceleration ...</i>	Committee recommended change to reflect that pertinent information on retention included AR on Our Call to Action (Goal 2, Milestone 5)
JED, <i>Residency, Tuition, and Enrollment</i>	Committee recommends language change given that this information is included in the annual request to Board for approval of tuition rates
JHC, <i>Child Abuse and Neglect</i>	Report to the Board annually
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ACB, <i>Nondiscrimination</i>	Schedule for committee review
ACD, <i>Quality Integrated Instruction</i>	Schedule for committee review
ACG, <i>Access to Services, Programs, and activities by Individuals with Disabilities</i>	Schedule for committee review
GMA, <i>Human Relations Training of MCPS Staff</i>	Schedule for committee review; cross reference with other policies
IFA, <i>Curriculum</i>	Schedule Curriculum staff for a review of reporting requirements
IGN, <i>Combating Alcohol and Other Drug Abuse</i>	Schedule for committee review of content/substance and reporting requirements
IQD, <i>Academic Eligibility for Extracurricular Activities</i>	Schedule for discussion on what information is available; what the Board wants to know and have (suggest change in language – biannual report on extracurricular activities that are stipend and non-stipend)

### **Update on BLB, Rules of Procedure in Appeals and Hearings**

The policy has been forwarded to legal counsel for review. They are examining ways to streamline the policy encompassing the practice of the Board and school system.

**Action:** Schedule BLB for committee review when completed.

### **Update on Policy BBB, Ethics**

The committee reviewed the policy and discussed the following proposed changes and items that should be addressed when revising the policy:

- Guidance should be provided to assist staff in recognizing and avoiding situations that could place them in a conflict of interest. For example, provide guidelines to staff on issues that could arise when they have outside employment, especially when that employment involves education.
- When staff secures outside employment in a position related to the school system, he/she should have to ask for guidance from Ethics Panel,
- When a Board member is running for another office, the policy should provide clear guidance on what is not acceptable, i.e., not using school equipment for campaign-related purposes, lobbying staff to attend campaign rallies, etc.
- Review state laws that may impact the Board.
- Before voting on any union contracts, Board members should be required to disclose: Family members who work for MCPS and would be affected by the contracts and those entities who contributed a Board members campaign, provided that Board member was running for another office during his/her term on the Board.
- On page 4, section b(1) I recommend a definition or additional information provided to clarify the meaning of “affect their usefulness”
- Under section b(4) regarding the solicitation or acceptance of gifts, suggest an exception for staff recognition.
- Section b(6) should be broaden to indicate that Board members will not disclosed information from closed sessions of Board meetings
- The conflict of interest regulation should be reviewed in tandem with the policy.

The committee suggested that representatives from the operating and deputy’s office should serve on the workgroup for this policy, in addition to the members of the Ethics Panel. After a draft has been developed established stakeholder groups could make comments.

### **Update of Policy Implementation Evaluation Plan**

Without objection, the chair suggested that the work plan for the evaluation of policy implementation include the following:

1. Policy JPG, *Wellness: Physical and Nutrition Health*
2. Policy GAA, *Positive Work Environment in a Self-renewing Organization*
3. Policy JNA, *Curricular Expenses for Students*

**Action:** Schedule for committee review, as appropriate.

**Next Meeting and Adjournment**

The next committee meeting is scheduled for November 12, 2008, at 2:30 p.m. in Room 120.

The meeting adjourned at 4:15 p.m.