MONTGOMERY COUNTY BOARD OF EDUCATION
POLICY COMMITTEE
December 12, 2007

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

Other staff present: Stephanie Williams, Lori-Christina Webb, Holli Swann, Christina Yuknis, Karen Crawford, Harriet Potosky, Erick Lang, Robin Confino, Sally Davis, Betsy Brown, and John Matthews.

Others present: Kay Romero, Suzanne Weiss, Danny Fresh, and Jane de Winter.

Committee Minutes

ACTION: The minutes of the November 14, 2007, meeting were approved as presented.

Update Concerning Realignment of Regulations
The committee had asked staff to review the policies to make sure that regulations were aligned with an appropriate policy or given a unique identifier. As a result of the review, staff suggested that a new category could be created in the index code to assure that the regulations not associated with a policy could be easily identified and understood.

ACTION: During the audit and revision process, staff will create a category within the current index system to identify regulations that are not associated with a policy.

Policy EEA, *Student Transportation*
Policy EEA has not had any major revisions since 1979. However, staff indicated that the policy needs to be revised to: remove regulatory language, re-format the policy to current standards, and update the information concerning the procedures staff is to follow in the event of an appeal of a transportation decision. After staff drafted a revised policy, they solicited input on the policy from unions, parents (including special education parents), principals, and PTA leaders. Staff presented draft #16 of Policy EEA to the committee for its review and comment.

The committee suggested additions and deletions as well as editorial changes to the policy. The most substantive of those actions were:

1. Remove references to the "transportation department" from the policy, given that specific departments are not usually referenced in policies

2. Incorporate extension of service into "Eligibility for Transportation"
3. Address the limitations of transportation services in the regulation

4. Replace language about student behavior/responsibility
5. Stress MCPS' partnership with parents in ensuring student safety along their walking route and/or at the bus stops
6. "Purpose" and "Desired Outcome" sections of the policy should use similar language

The committee thought it would be useful to also review a draft of the regulation when the policy is brought back for review.

ACTION: Staff will incorporate the committee's comments into the draft of Policy EEA, finish drafting the regulation, and present both documents to the committee on January 9, 2008.

Glossary of Policy Terms

The Policy Committee has been concerned about the various terms used in policies and expressed a desire in having one glossary that would define all terms. Staff reported that a substantial number of terms in policies are curriculum related and the Office of Curriculum and Instructional Programs (OCIP) has a glossary that is web-based. Further, several concerns were expressed about crafting a global definition for policy terms: some policies necessitate the use of slightly different definitions of terms; how to develop criteria for determining when a term would be defined in a policy versus linked to the glossary, the potential for unknowingly having multiple definitions of a term in use given the large number of policies for MCPS, and the potential for ambiguity in disputes concerning legal and administrative matters. Given the committee's original intention of addressing the use of educational jargon and clarifying for the public the "insider language" used by MCPS personnel, the committee suggested that necessary definitions be included in the associated regulations and links to those definitions would be provided in the on-line versions of the policies. Curriculum terms could be linked to the general OCIP glossary.

ACTION: By consensus, the committee asked staff to prepare a recommendation concerning the use of definitions in policies and present it to the committee.

Update on Policy IKA, *Grading and Reporting*

On a quarterly basis, staff presents an update of the implementation of Policy, IKA, *Grading and Reporting*. Staff reported that the regulation is being developed with significant input from stakeholders. Draft 11 of the regulation is being reviewed by an internal team and a work group will be convened in January.

Secondary Online Achievement and Reporting System (OARS) is an electronic grade book application and a Web-based classroom-to-home communication solution and is now in use in all secondary schools. The application dramatically simplifies the process for recording grades, monitoring student progress, preparing interim reports and report cards, and provides parents and students with electronic access to information about student academic progress.

In elementary schools, selected teachers from certain schools will be participating in the Pinnacle 7 Prototype field test. Upon successful completion of the fall 2007 Prototype,

a more extensive field test is scheduled for grades 1 and 2 teachers in spring 2008. Staff is in the process of developing a standards-based report card for Grade 3, and a draft will be ready in January for review by staff.

ACTION: Staff will demonstrate the reporting system, Pinnacle, during its March quarterly report to the committee. It was suggested that the full Board receive a presentation at a future date.

Next Meeting and Adjournment. The next committee meeting is scheduled for January 9, 2008, at 2:30 p.m. in Room 120. Agenda items may include:

1.   Policy EEA, *Student Transportation*
2.   Update on Policy Evaluation
3.   Update on Policy IEB, *Middle School Education* vis a vis alignment of implementation with policy

The meeting adjourned at 4:05 p.m.