

MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland
Communications and Public Engagement Committee

Resolved, That the Committee has as its mission to enhance: 1) the Board's use of external and internal mechanisms of communications; 2) the Board's discussions and presentations at the Board table during business meetings; 3) opportunities to gather perceptions and viewpoints from diverse segments of the community and staff; and 4) other means to promote good communications and public engagement that further the mission of the Board of Education to provide leadership and oversight of the school system.

Meeting Minutes

Meeting #1

Purpose : Policy BNA and BNB Review by Communications Committee acting as Workgroup of Policy Committee

Meeting Date: October 19, 2005

Distribution Date: October 31, 2005

Attending:

Committee(CC): Gabe Romero, Chair (GR)
Sharon Cox, Member (SC)
Nancy Navarro, Member (NN)

Board Staff (BS): Roland Ikheloa (RI)
George Margolies (GM)
Becky Gibson (BG)

Admin. Staff (AS): Robin Confino (RC)
Laura Steinberg (LS)
Matt Tronzano (MT)
Stephanie Williams (SW)

Other (O): Valerie Ervin (VE)
Mark Adelman (MA)

Old Business:

Action	Item	Business
GR	05.1.1	<u>Meeting Minutes Format Preparation</u> GR reviewed the meeting minutes format and preparation process for all future Communications and Public Engagement Committee meetings. The format will help all parties assign responsibility and track action items and on the different business items set before the committee. The process will ensure that business items are completed, as required. The meeting minutes will be approved before the next committee meeting.
GR	05.1.2	<u>Review of October 11, 2005, Romero Memorandum</u> The committee reviewed and made revisions to the October 11, 2005, memorandum. Item 1.A.1.a was deleted and replaced. The revised minutes will be distributed at the next committee meeting as a matter of record.
MT	05.1.3	<u>Presentation of Executive Staff Professional Growth System Process</u> Matt Tronzano reviewed for the committee the current process being used to evaluate the executive staff members. The system consists of six standards. The committee agreed to

study the elements of that system, based on A&S standards and performance criteria, to evaluate the Board office Executive staff members. The committee's intent is to recommend to the Board the implementation of a Professional Growth System for the Board's Executive Staff. Mr. Tronzano will work with Board staff to develop a draft of a BOE-PGS process for review by the committee.

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| Info | 05.1.4 | <u>Review of Policy BNA and BNB</u>
The committee began work on combining policies BNA and BNB. The committee agreed to incorporate policy BNA and BNB as one policy and decided to review both policies separately. |
| SW | 05.15 | <u>Review of Policy BNA</u>
The Committee incorporated Policy BNA into policy BNB and charged SW to prepare a draft of the new policy, with the committee's comments for review by the committee. Administrative staff was asked to bring a draft of the compiled pieces to the meeting following the next meeting. |
| SW | 05.15 | <u>Review of Policy BNB</u>
The Committee decided to review the aspects of policy BNB that do not deal with the Office of the ombudsman at a future meeting and to incorporate into the policy many of the Communications Committee work as presented in the COE report. |

New Business:

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| Action | Item | Business |
| CC | 05.2.1 | <u>Continuation of Policy BNB Review</u>
The committee will request COE to provide the consulting services to facilitate the meeting. The Committee will meet on at a future date to continue work on the policy, pending availability of the consultants. The committee and board staff are required to attend this meeting. The committee will meet thereafter with all attendees to continue and finalize the review of both policies in preparation for presentation to the joint Communications/Policy Committee. |

Copy to:
Attendees

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