

**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 #2**

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

**Meeting Date:** November 9, 2005  
**Distribution Date:** November 21, 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)  
Lori Rogovin (LR)  
Becky Gibson (BG)

Admin. Staff (AS): Laura Steinberg (LS)

Other (O): Charles Haughey (CH)  
Joseph Lavorgna (JL)-Acting as Facilitator.  
Mark Adelman (MA)

**Note: Items bolded constitute business item review for the date indicated. Action to be taken as assigned.**

**Old Business:**

<b>Action</b>	<b>Item</b>	<b>Business</b>
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.
	<b>11/9/05</b>	<b>Item not discussed. Note: Issue resolved.</b>
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 attached. 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.
<b>GM</b>	<b>11/9/05</b>	<b>Item not discussed. Note: GM will distribute revised memorandum.</b>

MT	05.1.3	<u>Presentation of Executive Staff Professional Growth System Process</u> Mr. 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. MT will work with Board staff to develop a draft of a BOE-PGS process for review by the committee.
MT	11/9/05	<b>Item not discussed. Note: Board staff must still report to committee.</b>
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.
	11/9/05	<b>No action required.</b>
SW	05.1.5	<u>Review of Policy BNA</u> The Committee incorporated Policy BNA into policy BNB and charged Stephanie Williams (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	11/9/05	<b>LS provided draft document to Committee. Document to be further reviewed based on comments from today's meeting.</b>
CC	05.1.6	<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.
Info	11/9/05	<b>Review of Policy BNB was broken down as new business items per the agenda. Refer to new business items.</b>
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 staffs 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.
Info	11/9/05	<b>COE opted to decline Committee's request. Joe Lavorgna agreed to provide services as Facilitator.</b>
<b>New Business:</b>		
<b>Action</b>	<b>Item</b>	<b>Business</b>
Info	05.2.2	<u>Ground rules for meeting participation</u> GR reviewed the ground rules established for meeting participation, as follows: <ul style="list-style-type: none"><li>○ Only committee members participate in discussion</li><li>○ Staff are in attendance to answer questions</li><li>○ Facilitator will manage the meeting discussion</li><li>○ Decisions will be by consensus</li></ul>
Info	05.2.3	<u>Facilitator's services</u> JL used Post It notes to record input from the committee for all the business items listed below. At the suggestion of JL the committee decided to review the existing policy and to brainstorm on policy items that should be included. These notes will become the basis for the

new policy and regulation draft preparation.

- Info      05.2.4      Separation of Policy/Regulation in existing policy BNB  
The committee reviewed the policy from line 71 (Staff Assistance) until line 169 (Review and Reporting) at the suggestion of JL and separated items into policy or regulation, as required, and identified items to be reflected in regulation and those to be discarded.
- Info      05.2.5      Incorporation of Policy items based on COE study  
The committee reviewed the COE report to incorporate pertinent items from the report into policy as required. Many of the report findings were incorporated into the draft policy (support for Board committees, analysis and information, communications, logistical support needs, administrative tasks, use of technology, general tracking of individual board member interests, etc.)
- SW      05.2.6      Incorporation of the Office of the Ombudsman into the review of policy draft  
The committee reviewed the submitted draft of Policy BNA (incorporated into BNB) and included many of the draft comments into the new policy outline. The committee reviewed the function of the Ombudsman under the major policy headings (Purpose, Issue, Position, Desired Outcome, Implementation Strategies and Review and Reporting) in conjunction with the brainstorming work developed during the meeting. The draft will be further updated to reflect the committee's desire to treat the work of the ombudsman as a function, not necessarily a job position. *LS will convey to SW the committee's intent in order to prepare a policy draft for review at the committee's next meeting.*
- SW      05.2.7      Review of Policy outline based on brainstorming session  
The Post It notes were reviewed against the outline of the existing policy and created an outline draft of the policy. The committee reviewed the major policy headings (Purpose, Issue, Position, Desired Outcome, Implementation Strategies and Review and Reporting) against the Post It notes to ensure the issues discussed would be incorporated into the policy draft. The committee further discussed the brainstorming issues raised and separated them as policy or regulation. *LS will convey to SW the committee's intent in order to prepare a policy draft for review at the committee's next meeting.*

#### **Next Meeting**

The Committee will meet on November 16, 2005 at 4:00 pm to review the draft of the policy. JL will serve as Facilitator for that meeting.

These notes constitute my understanding of the proceedings. Please bring to my attention any omissions, errors or necessary clarifications as soon as possible in order for a correction to be made.

Submitted by Gabe Romero, Chair

Copy to:  
Attendees

mm111905

REVISED

**MONTGOMERY COUNTY BOARD OF EDUCATION**  
**Rockville, Maryland**

October 11, 2005

**MEMORANDUM**

To: Members of the Board of Education

From: Gabe Romero, Chair, Communications and Public Engagement Committee

Subject: Update on Joint Meeting of the Communications and Public Engagement Committee and the Policy Committee

On Monday, October 3, 2005, the Communications and Public Engagement Committee and the Policy Committee met in joint session to review Policy BNA, *Ombudsman to the Board of Education*, and Policy BNB, *Guidelines for the Work of Staff to the Board of Education*. The following committee members were present:

- Policy Committee: Ms. Sharon Cox, Mrs. Patricia O'Neill
- Communications Committee: Mr. Gabe Romero, Ms. Sharon Cox
- Other Board members: Dr. Charles Haughey, present for a brief period of time.
- Board Staff: Mr. George Margolies, Mr. Roland Ikheloa, Ms. Glenda Rose
- Administration staff: Ms. Stephanie Williams, Mr. Matt Tronzano, Ms. Laura Steinberg, Mr. Brian Porter, Ms. Robin Confino
- Attorney to the Board: Ms. Judy Bresler
- News/Media: Sean Sedam, reporter for the Gazette.

The following items were discussed:

I. Board Office Staffing

A. Personnel hiring Process:

1. Ms. Bresler presented and reviewed the February 8, 1971, court decision and related statutes that upheld the Board of Education's authority to hire its own staff. Ms. Bressler agreed with the judge's opinion and further suggested that the Superintendent should make a formal recommendation of the candidate to the full Board.

B. Personnel Performance/Evaluation Process

1. Board staff presented the current BOE duties and responsibilities. Presently, the BOE's duties and responsibilities are outlined in the Board's Handbook. The Handbook describes the Board's major duties and responsibilities that are assigned to the Board by Board's own policies and by law and COMAR. The Handbook is neither a policy nor a regulation.

2. Committee members discussed and agreed that presently the Board has no clear process established for personnel decisions and that the hiring and evaluation of Board staff should follow MCPS established criteria and procedures.
3. MCPS staff shared that MCPS was beginning to work on a Professional Growth System for executive staff that was patterned after that for Administrative and Supervisory staff. Committee members expressed interest in establishing a similar system for the Board's executive staff.

## II. Policy BNA and BNB Review

- A. Ms. Bresler and Board staff presented the history of litigation regarding the Office of the Ombudsman and the rationale for creating policy BNA.
- B. Committee members reviewed both policies and agreed that both policy BNA and policy BNB should be combined into one.
- C. Both Committees directed Administration staff to prepare a draft policy for Committee review that addresses the concerns discussed during the meeting, as follows:
  1. Review the Purpose of both policy statements.
  2. Prepare separate "Issue" paragraphs for the Ombudsman and the Board Staff.
  3. Review and make recommendations for changes or updates for the Policy position and outcome statements.

## III. Miscellaneous Issues

- A. Policy Committee Quorum
  1. Mr. Margolies raised the concern that the Policy Committee could not take action in the absence of a quorum.
  2. Mrs. O'Neill requested the Policy Committee to continue work on reviewing both policy BNA and BNB with the Communications and Public Engagement Committee serving as the workgroup.
- B. Next Meeting
  1. The Communications and Public Engagement Committee will meet on October 19, 2005 at 4:00 p.m. to continue the work.
  2. Joint meeting of both committees will be scheduled in the future to conclude work on both policies.

### **Copy to:**

Policy and Communications Committee members  
Meeting attendees  
Dr. Weast  
Mr. Bowers