

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 #3

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

Meeting Date: November 16, 2005
Distribution Date: November 29, 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): Stephanie Williams (SW)

Other (O): 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:

Action	Item	Business
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 of the memorandum was deleted and replaced. The revised minutes will be distributed at the next committee meeting as a matter of record.
GM	11/9/05	Item not discussed. Note: GM will distribute revised memorandum.
GM	11/28/05	Item not discussed. Revised memorandum distributed and posted on website.
MT	05.1.3	<u>Presentation of Executive Staff Professional Growth System Process</u> Mr. Matt Tronzano (MT) 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	Item not discussed. Note: Board staff must still report to committee.
MT	11/16/05	Item not discussed. Note: Board staff must still report to committee
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	Review of Policy BNB was broken down as new business items per the agenda. Refer to new business items.
Info	11/16/05	Committee finalized recommendation on revised draft policy BNB for Policy Committee's consideration.
CC	05.2.1	<u>Continuation of Policy BNB Review</u> The Committee will meet on at a future date to continue work on the policy, pending availability of the facilitator. 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. Mr. Joe Lavorgna (JL) agreed to provide services
Info	11/9/05	COE opted to decline Committee's request. Joe Lavorgna agreed to provide services as Facilitator.
Info	11/16/05	JL completed services as facilitator.
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">o Only committee members participate in discussiono Staff are in attendance to answer questionso Facilitator will manage the meeting discussiono Decisions will be by consensus
CC	11/16/05	Item Not discussed. Note: JL completed services as facilitator
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.
JL	11/16/05	Item not discussed. Notes regarding policy captured in continued discussion. JL is keeping the post it notes for future reference for the preparation of the policy's accompanying regulations.
Info	05.2.4	<u>Separation of Policy/Regulation in existing policy BNB</u> 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.
CC	11/16/05	Staff (SW) presented a draft policy for committee review. Committee completed work on revising Policy BNB.
Info	05.2.5	<u>Incorporation of Policy items based on COE study</u> 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.)
Info	11/16/05	Staff (SW) presented a draft policy for committee review. Committee reviewed the draft policy and incorporated pertinent items into the draft.
SW	05.2.6	<u>Incorporation of the Office of the Ombudsman into the review of policy draft</u> 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. <i>Ms. Laura Steinberg (LS) will convey to SW the committee's intent in order to prepare a policy draft for review at the committee's next meeting.</i>
LS/SW	11/16/05	Staff (SW) presented a draft policy for committee review. Intent conveyed and reflected in draft before committee.
SW	05.2.7	<u>Review of Policy outline based on brainstorming session</u> 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. <i>LS will convey to SW the committee's intent in order to prepare a policy draft for review at the committee's next meeting.</i>
LS/SW	11/16/05	Staff (SW) presented a draft policy for committee review. Intent conveyed and reflected in draft before committee.
New Business:		
Action	Item	Business
CC	05.3.1	<u>Completed Work on Draft of Revised Policy BNB</u> The committee completed its work on marking up its draft of a revised Policy BNB ("Board Staff Management") to supersede existing policies BNA and BNB.
GM	05.3.2	<u>Schedule meeting to present revised policy to the Policy Committee</u> The committee discussed presenting their recommendations to the Policy Committee, with having all three Communications and Public Engagement committee members present for the presentation. The committee chose as possible dates for this meeting as November 29, 2005 or November 30, 2005. <i>GM was asked by the committee to confirm one of these dates with the members of the Policy Committee.</i>
CC	05.3.3	<u>Regulatory Language - Handbook</u> The committee expressed an interest in devising a framework for the revising of the handbook, incorporating the language on the Post-it Notes.

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

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