

# MONTGOMERY COUNTY BOARD OF EDUCATION POLICY COMMITTEE

October 18, 2012

The meeting was called to order at 12:31 p.m. with the following Board members and Board staff present: Pat O'Neill, (chair), Chris Barclay, Shirley Brandman, John Mannes, Suzann King (staff assistant), and Glenda Rose (recorder).

Other staff present: Stephanie Williams, Harriet Potosky, Sally Davis, Brian Edwards, Robin Confino, Ursula Hermann, James Song, and Kathy Lazor.

Counsel: Judy Bresler.

The minutes from the September 18, 2012, committee meeting were approved, as amended.

## **Policy DNA, Disposition of Board of Education Property**

The Board of Education referred this item back to the committee after a question arose concerning the reporting process for disposition of Board of Education property. Staff stated that as far as records show, proceeds of individual items are not reported; rather, all sales are collectively reported through the financial reporting process. Staff also noted that some surplus items are moved to other locations within the school system or used for parts. Generally, we do not have the disposition of items in excess of \$25,000; there have been three in the past five years. In those rare instances when an item is sold for a significant amount of money, it is reported through the comptroller in the financial report.

The committee decided to change the language in Line 70 to read: "The sale of any item exceeding \$25,000 in proceeds will be reported to the Board as an item of information" and to move it to Line 81.

The committee voted to recommend that the Board take tentative action on the revised Policy DNA, *Disposition of Board of Education Property*. Furthermore, the cover memo for the policy should include an explanation of the financial reporting process and past practice concerning the disposition of property.

## **Policy JPD, Emergency Care for Students Experiencing Anaphylaxis**

The Board took tentative action on Policy JPD; it was sent out for public comment. Staff brought 18 public comments to the committee for review which included:

- expressions of support for the policy
- questions about the side effects of epinephrine, as well as its storage and replacement
- suggestions that students be taught about allergies and preventing exposure to

allergens

- questions about the persons responsible for administration of epinephrine and the training they will receive

Staff did not recommend any additional modifications to the policy. Staff also noted that the regulation is under development and some concerns could be addressed in the regulation.

The committee asked about the personnel who have been trained to assure coverage for emergencies. Staff reported that there is a wide array of trained personnel in schools from administrators to support staff.

The committee voted to recommend that the Board take final action on the revised Policy JPD, *Emergency Care for Students Experiencing Anaphylaxis*.

### **Advisory Committees**

The committee reviewed the policies requiring advisory committees. Staff explained that there are three advisory committees established by the Maryland Annotated Code or COMAR. These committees are populated by members serving a specified term and charged with making recommendations to the Board or superintendent. However, there are board policies establishing advisory committees which do not have designated members, are generally open to the public, and are subject to the *Open Meetings Act (OMA)*. For example, Policy FAA seeks input for selection of school sites, facility design, boundary changes, geographic student choice assignment plans, school closures and consolidations, and the naming of school facilities.

Discussion focused on how to increase public participation (including using technology, especially the web site), the requirements of the OMA for advisory committees, how other jurisdictions handle community input when public participation is solicited but no standing membership is required, the advisability of including a “laundry list” of options in various policies for obtaining public input, whether to use Policy ABA (*Community Involvement*) as a governing policy concerning obtaining community input, and the past practices of advisory committees.

The committee agreed with the suggestion of using Policy ABA as the governing policy for community input. The policy will be amended to include appropriate methods of input, including but not limited to: focus groups, task forces, work groups, web sites, advisory groups, or public forums. It was suggested that language be added to convey that the Board was interested in engaging a broad spectrum of the community, and desires to utilize technology-facilitated communications. Policies ABA and FAA will be modified to reflect that decision, and both policies will be brought back to the committee for further discussion and/or approval.

When the policies come back to the committee, it was requested that Dr. Starr’s memo on the site selection for the Bethesda-Chevy Chase Middle School #2 be included with the materials. In addition, it was suggested that: the chief engagement and partnership

officer be involved in recommendations regarding stakeholder input; the policy should have a longer than usual time for public comments; and that staff cast a wide net when the policy is sent out for comment.

**Policy BLB, Rules of Procedure in Appeals and Hearings**

Counsel explained the non-substantive changes to the policy to conform with current statutes, style, and current practice.

The committee voted to recommend that the Board accept the changes to the revised Policy BLB, *Rules of Procedure in Appeals and Hearings*.

The meeting ended at 2:00 p.m.