

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**POLICY REVIEW COMMITTEE**  
**EDUCATION TRANSPARENCY ACT DESCRIPTION**  
**JUNE 17, 2019 MEETING**

**EDUCATION TRANSPARENCY ACT DESCRIPTION**

*The following is a full and accurate description of the final actions taken at the meeting and is provided in accordance with the Education Transparency Act, Md. Ed. Code Ann., §3-2B-09(b)(3). If there is a discrepancy between the video and this description, the video, which constitutes the official minutes of the meeting, shall control. The video/audio recordings of the Board of Education are the official record of the meetings and can be viewed at:*  
<https://vimeo.com/343046663>

The Policy Review Committee of the Board of Education of Baltimore County met on Monday, June 17, 2019, in Building E, beginning at 4:40 p.m. The following Committee members were present: Kathleen Causey, Chair; John Offerman, Vice Chair; Cheryl Pasteur, member; and Lily Rowe, member.

The following committee staff persons were present: Margaret-Ann F. Howie, Esq., General Counsel; and Patricia Clark, Policy and Compliance Officer.

The following additional staff persons were present: Dr. Renard Adams, Interim Senior Executive Director, Curriculum Operations; Ms. Barbara Burnopp, Senior Executive Director, Administrative Services; Dr. Amalio Nieves, Executive Director, Social-Emotional Support; Mr. Charles Patillo, Executive Director, Business Services Operations; Mr. George Sarris, Executive Director, Fiscal Services; Mr. Kenny West, Assistant Director, Transportation.

Call to order 4:40 p.m.

**I. APPROVAL OF MINUTES**

1. Meeting Minutes, May 17, 2019

The minutes of the May 17, 2019, meeting of the Policy Review Committee stood approved as recorded.

**II. UNFINISHED BUSINESS**

2. Consideration of public comment received on June 11, 2019
  - a. Policy 1270, Parent and Family Engagement
  - b. Policy 3720, Behavior Threat Assessments
  - c. Policy 4104, Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees (renamed as, Technology Acceptable Use Policy (TAUP) for Authorized Users)
  - d. Policy 6202, Technology Acceptable Use Policy (TAUP) for Students

Hearing no corrections, additions or modifications to these policies, the policies were moved forward for third reader by consensus of the Committee.

3. Policy 5110, Admission

On motion of Mr. Offerman, seconded by Ms. Pasteur, the Committee voted to postpone the policy until the fall. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

**III. NEW BUSINESS**

- 4. Policy 3210, Purchasing Guidelines
- 5. Policy 3215, Contract Execution
- 6. Policy 3250, Selection of Design and Construction Consultants

On motion of Ms. Rowe, seconded by Ms. Causey, the Committee directed staff to review the legislative audits issued in 2009 and 2015 to determine whether any of the recommendations should be incorporated into the board's policies. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

On motion of Ms. Rowe, seconded by Mr. Offerman, Policies 3210, 3215 and 3250 were postponed so that staff could review the audit recommendations and provide feedback to the Committee. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

On motion of Ms. Rowe, seconded by Ms. Causey, to add the UHY Audit Report to the previous motion for staff to review those recommendations to determine whether any of the recommendations included in that audit report should be considered as changes to policies and to Policy 3231. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

Ms. Pasteur asked that staff provide additional clarification in Policy 3210, Paragraph III(B) as it relates to “informality in all bids” and “reject any or all bids” when the policy is returned to the Committee.

Ms. Howie suggested it might be helpful for staff to present to the Committee an overview of the purchasing process, including terms of art used in the procurement process. Mr. Offerman asked whether the presentation might benefit the entire Board. Ms. Causey indicated two options would be to consider a presentation for the entire Board at a regularly scheduled meeting or at the Board retreat. Ms. Causey will work with Ms. Howie and Ms. Burnopp to schedule this presentation.

7. Policy 3410, Responsibilities and Duties

On motion of Ms. Rowe, seconded by Ms. Causey, to amend Paragraph III, to read, “The Board directs the Superintendent to implement this policy *and report back to the board annually.*” Following discussion, Ms. Rowe withdrew her motion and Ms. Causey agreed.

Mr. Offerman suggested that the policy be postponed to obtain input from staff and others to decide what should be in the report and how often the report will be issued.

On motion of Ms. Causey, seconded by Ms. Rowe, that the paragraphs recommended for deletion in Policy 3410, Paragraphs II(D)-II(E), not be deleted and either be included in Policy 3410 or Policy 3420 when the policies are returned for consideration by the Committee. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

Following discussion, the Committee directed staff to further revise the policy by defining assigned school, clarifying transportation of half- and full-day pre-kindergarten students, and transportation provided for magnet school programs.

On motion of Ms. Rowe, seconded by Mr. Offerman, that Policy 3410 be amended to add Paragraph IV, Reporting, and that staff come back with recommended language concerning frequency for reporting, at least twice a school year, when that should happen and that the reporting should be on any anomalies to effectively following of the policy.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

On motion of Ms. Rowe, seconded by Mr. Offerman, that Policy 3410 be postponed to allow staff time to recommend additional language concerning frequency of reporting, at least two times per year, and reporting on the anomalies to effectively following the policy.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

8. Policy 3420, Routes and Services

On motion of Ms. Causey, seconded by Ms. Rowe, that a new Paragraph II(A) be added to read, “The Board recognizes its responsibility to provide school transportation services and establish bus stops for eligible students based on safety, efficiency, adequacy, consistency and economy.” The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

On motion of Ms. Causey, seconded by Mr. Offerman, that Policy 3420 be postponed to allow staff to make additional edits. The motion carried.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

9. Proposed Policy Review Committee Meeting Schedule for 2019-2020

The list of proposed meeting dates for the 2019-2020 school year were provided to the Committee.

On motion of Mr. Offerman, seconded by Ms. Pasteur, the Committee voted to approve the meeting schedule as presented. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

10. Policies Scheduled for Review 2019-2020

The report on policies scheduled for review in 2019-2020 was provided to the Committee. Ms. Howie explained that the policies listed are required to be reviewed in accordance with the current Board Policy and Superintendent’s Rule 8130. The Superintendent’s report will be included as an information item on the Board’s July 9, 2019, meeting agenda.

11. Policy Editing Conventions

Ms. Howie informed the Committee that, based on past practice, the policy editing conventions are distributed to all Board members each July. The conventions will be included as an information item on the Board’s July 9, 2019, meeting agenda.

On motion by Ms. Rowe, seconded by Ms. Pasteur, that staff further revise Policy 8130 to include a reporting section in the policy analysis. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

On motion of Ms. Pasteur, seconded by Mr. Offerman, the Committee accepted the policy editing conventions as presented. The motion passed.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

12. Appeals and Hearings Handbook

Ms. Howie informed the Committee that the appeals handbook is reviewed each year with input from the Board’s hearing examiners and that the recommended edits reflect comments received from the hearing examiners and staff. The hearings handbook will be included as an information item on the Board’s July 9, 2019, meeting agenda.

The Committee voted to accept the appeals and hearings handbook as presented.

<b>Board Member</b>	<b>Favor</b>	<b>Against</b>	<b>Abstained/ Did Not Vote</b>	<b>Absent</b>
Miss Adekoya				x
Ms. Causey	x			
Mr. Offerman	x			
Ms. Pasteur	x			
Ms. Rowe	x			

**IV. COMMITTEE GENERAL GOOD AND WELFARE**

- 13. Policy 8362, Gifts, was revisited from the May 17, 2019, Committee meeting. Ms. Rowe asked that the discussion on Policy 8362 be postponed until a future meeting.
- 14. Mr. Offerman requested follow-up concerning developing a survey concerning the development of a cell phone policy.

15. Ms. Rowe asked whether there is a policy on school uniforms.

**V. ADJOURNMENT**

The meeting was adjourned at 6:40 p.m.

*Submitted for posting on the Web site on June 19, 2019.*