

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**POLICY REVIEW COMMITTEE**  
**DECEMBER 9, 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/378573695>

The Policy Review Committee of the Board of Education of Baltimore County met on Monday, December 9, 2019, in Building E, beginning at 4:30 p.m. The following Committee members were present: Kathleen Causey, Chair; John Offerman, Vice Chair; and Lily Rowe, member.

The following 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. Mary Boswell-McComas, Chief Academic Officer; Dr. Michael Zarchin, Chief of School Climate and Safety; Dr. Amalio Nieves, Executive Director, Social-Emotional Support.

Call to order 4:35 p.m.

**I. APPROVAL OF MINUTES**

1. Meeting Minutes, November 11, 2019

The minutes of the November 11, 2019, meeting of the Policy Review Committee stood approved as recorded.

**II. UNFINISHED BUSINESS**

2. Cell Phone Policy Update

Dr. McComas provided an update on the work being done to create a cell phone policy. Dr. McComas advised that two concurrent processes are in place. First, the community superintendents have been collecting and reviewing current practices and documents that are already in place at the schools. Next, the Division of Research, Accountability and Assessment (DRAA) has been facilitating focus groups to collect feedback and input from stakeholders. DRAA has completed 17 focus groups in total, that were comprised of 9 high schools and 8 middle schools. In total, 6 student focus groups have been conducted (comprised of 3 high schools and 3 middle schools); 6 teacher groups have been conducted

(comprised of 3 high schools and 3 middle schools); and 6 parent groups have been conducted (comprised of parents from 3 high schools and 3 middle schools). Those focus groups were spread wide across the district in order to obtain a broad base of input in the feedback. During December, DRAA will be reviewing, analyzing, and consolidating this feedback. In January, DRAA and the community superintendents will be reviewing and analyzing the feedback from the focus groups and information obtained from the schools. The goal is to be able to bring recommendations on best practices to the Committee in February.

Mr. Offerman asked if administrators focus groups were also being developed. Dr. McComas advised that DRAA is currently conducting interviews of principals.

Mrs. Causey thanked Mr. Offerman, staff, and Ms. Howie for making this policy happen, adding it is a great concern to teachers and parents. Mrs. Causey also advised that she had received an e-mail from TABCO suggesting the Montgomery County Public Schools cell phone policy would be good for the group to review.

Mr. Offerman advised the group that he has also met with TABCO leadership and Mr. Tom DeHart of CASE and he and Mr. Reshid have a meeting on Wednesday with Ms. Lee and other members of the county PTA leadership to obtain input from all of these people to put forth ideas to create a policy that will be effective and reflective of what many of our stakeholders wanted.

### 3. Policy 5460, Searches

Following presentation by Dr. Zarchin and Dr. Nieves, Ms. Rowe raised concerns about the use of the word "gender" in Paragraph III(D)(2), p. 3, line 23.

On motion of Ms. Rowe, seconded by Mr. Offerman, that Paragraph III(D)(2), p. 3, line 23, be amended to delete the words, "of the same gender as the student being searched." The motion failed.

Board Member	Favor	Against	Abstained/ Did Not Vote	Absent
Ms. Causey		X		
Mr. Offerman		X		
Ms. Pasteur				X
Mr. Reshid				X
Ms. Rowe		X		

On motion of Ms. Rowe, seconded by Mr. Offerman, that Paragraph III(B)(3), p. 2, lines 34 - 36, be amended to read, "The search shall be made in the presence of an adult third party who is the opposite sex of the person conducting the search, unless a person of the opposite sex is not available." The motion passed.

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

On motion of Ms. Rowe, seconded by Mr. Offerman, that Paragraph III(D)(2), p. 3, lines 22 - 23, be amended to read, "The search shall be made in the presence of an adult third party who is the opposite sex of the person conducting the search, unless a person of the opposite sex is not available." The motion passed.

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

On motion of Ms. Causey that Paragraph III(B)(4), p. 3, line 2, be amended by adding the following phrase at the end of the sentence, "or if deemed necessary for other reasons." Following discussion, the motion failed.

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

On motion of Ms. Causey, seconded by Ms. Rowe, that Paragraph III(B)(4), p. 3, line 2, be amended by adding the following phrase at the end of the sentence, "or if deemed necessary for safety reasons." The motion passed.

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

The Committee voted to recommend that Policy 5460 be moved forward for first reader, as amended. The motion passed.

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

4. Policy 5500, Code of Student Conduct

The Committee voted to recommend that Policy 5500 be moved forward for first reader, as presented. The motion passed.

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

5. Policy 5510, Positive Behavior

The Committee voted to recommend that Policy 5510 be moved forward for first reader, as presented. The motion passed.

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

6. Policy 5520, Student Dress Code

By consensus of the Committee, that Policy 5520 be forwarded to the full Board for approval, as presented. The motion passed.

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

On motion of Ms. Causey, seconded by Mr. Offerman, that the committee take a one-minute recess. The motion passed.

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

The Policy Review Committee meeting was recessed at 5:37 p.m.

The Policy Review Committee meeting reconvened at 5:40 p.m.

### **III. NEW BUSINESS**

#### **7. Policy 2380, Records Information Management**

Prior to meeting, Ms. Causey distributed copies of the Howard County Board of Education policy on records management (Policy 3050). Staff also provided the Committee with copies of the current school system's intranet site home page contents, the current procedures manual, the Certificate of Records Destruction form, and the brochure provided to new employees on records retention.

Ms. Rowe indicated she had no objection to anything in the policy, but believes it needs to be more detailed. Ms. Rowe indicated that she would like to see the level of detail in the Howard County policy in our policy. The Committee was asked to identify the specific parts of the Howard County policy that they would like to be included in Policy 2380. Following discussion, the Committee asked that staff include the following parts of the Howard County policy in the policy re-draft: the definitions; requirement that BCPS will comply with the Maryland State Archives processes; require the development of records

retention schedules approved by the Maryland State Archives; creation of a records officer position.

Upon consensus of the Committee, staff will redraft the policy and the policy will be revisited at the next Committee meeting.

#### **IV. COMMITTEE GENERAL GOOD AND WELFARE**

8. Ms. Rowe stated no current policy exists to direct how the school system handles registered sex offenders or students who are registered sex offenders, such as the policy adopted by Montgomery County Public Schools. Ms. Rowe suggested that a review of policies be undertaken to make sure there is not a policy gap when a student is a registered sex offender and what measures are taken to protect other students.

#### **V. ADJOURNMENT**

9. The meeting was adjourned at 6:10 p.m.