

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries:

Responsible Office: Board of Education

Board Staff Management and Operations

A. PURPOSE

To establish guidelines for outlining the duties of the staff to the Board of Education and delineating the management and operations, including, but not limited to, hiring, evaluation, and professional development of Board staff

B. ISSUE

The Board needs both the advice of the superintendent and the support of the superintendent's staff and the Board staff to fulfill its general responsibilities; the powers and mandatory duties of the Board of Education are defined in the *Education Article of the Annotated Code of Maryland* and the *Code of Maryland Regulations*, 13A., State Board of Education.

Further, while formal appeal procedures exist that protect the due process rights of all stakeholders, there are times when it is appropriate to initiate and address less formal inquiries. Therefore, services must be available to ensure that problems between citizens and the school system are handled as expeditiously and efficiently as possible.

C. POSITION

1. The Board office will provide assistance and support to the Board of Education in the fulfillment of its responsibilities by providing administrative and logistical support, supporting the Board's fulfillment of its statutory duties, and facilitating coordination with the superintendent.
2. The Board office will provide assistance and support to the Board in fulfillment of its quasi-judicial responsibilities under the *Education Article of the Annotated Code of Maryland* in consultation with counsel to the Board.
3. The Board office will provide assistance and support to the Board in selection of a superintendent.

4. The Board office shall have the responsibility to advise the Board and the superintendent immediately when staff detect the existence of an issue which warrants the prompt attention of the Board of Education and the superintendent.
5. The Board office, in coordination with the superintendent and his/her staff, will provide assistance and support on the following issues:
 - a) Intergovernmental relations
 - b) Support for Board committees
 - c) Research, analysis, and information
 - d) Communications, including committee and individual Board memos, external correspondence, outreach and engagement (constituents and stakeholders), notifications, translations/language access, and system publications, Web information, etc.
 - e) Stakeholder inquiries
 - f) Logistical and administrative functions, such as agenda, scheduling, ethics panel, financial disclosure, Board member orientation, travel expenses, appeals, use of technology, Board minutes and records, and managing and tracking staff workload
 - g) Ombudsman function (Problem solving)
 - (1) The principal ombudsman functions are:
 - (a) Assisting any stakeholders in bringing their problems, complaints, information, or suggestions to the attention of the school system official at the most appropriate administrative level.
 - (b) Periodically reviewing, with the Board and the superintendent, all cases for inferences and suggestions with respect to opportunities for policy and administration improvements.
 - (2) In order for ombudsman functions to be performed, it is essential that information furnished in confidence remain confidential.

- (3) The ombudsman shall receive the cooperation of all employees of the system in the performance of these duties.
- (4) Board staff shall not undertake any duties or assignments which contravene the authority of the superintendent, as specified in *The Annotated Code of Maryland Education*, or any other laws, bylaws, rules or policies of the State Board of Education; he/she shall not interfere with contractual grievance procedures but shall provide services in accordance with rights of staff members as specified in the Negotiated Agreements; and he/she shall not, while acting in the capacity of Board staff, violate any of the constitutional rights of complainants or of the persons against whom complaints have been brought.

6. Reporting and Assignments

- a) Board staff shall report regularly on the work of the Board office, including issues such as committee updates, ombudsman work, and public interest matters. In addition, the Board office will present an annual report that will provide a comprehensive summary and analysis of the work of the Board office. The summary report will carefully preserve appropriate confidentiality.
- b) The Board of Education will develop an organization structure and staffing plan for the Board office that details the duties and responsibilities of each staff member. This staffing plan will include guidance on issues such as administrative and logistical support.

D. DESIRED OUTCOME

Support to the Board of Education that meets the needs of the Board as a whole, and its individual members as appropriate. In addition, the staff to the Board of Education should be responsive to the citizens, staff, students, and parents served by the Board and maintain confidentiality in every matter they handle.

E. IMPLEMENTATION STRATEGIES

- 1. The Board will establish a Board office structure and staffing plan with a clear delineation of lines of authority and accountability for each position's responsibilities.

2. Job descriptions for staff to the Board of Education shall be established by the Board, with the assistance of the superintendent.
3. The Board will establish and maintain, with the assistance of the superintendent, a Professional Growth System for executive and support staff in the Board office.
4. The Board will establish a schedule for reporting/tracking items identified in the regularly scheduled and annual reports from the Board office.
5. In lieu of regulations, the Board will establish guidelines for implementing this policy by resolution adopted by the Board of Education.
6. The Board will establish a process for hiring Board staff in accordance with the *Annotated Code of Maryland*.

F. REVIEW AND REPORTING

This policy will be reviewed in accordance with Policy BFA: *Policysetting*.

Policy History: Adopted by Resolution No. 438-71, July 13, 1971; amended by Resolution No. 584-72, September 12, 1972, reformatted in accordance with Resolution No. 333-86, June 12, 1986 and Resolution No. 458-86, August 12, 1986, and accepted by Resolution No. 550-88, October 24, 1988; amended by Resolution No. 732-90, November 16, 1990; amended by Resolution No. 463-95, July 11, 1995; amended by Resolution 265-06, May 22, 2006.