

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: ACA, ACH, ACI, GAA, GCA-RA, GFB-RA, GEA-RA
Responsible Offices: Board of Education; Office of Human Resources and Development

Board Appointment of MCPS Leaders

A. PURPOSE

To encourage applications to leadership positions from candidates of the highest quality, integrity, experience, and commitment to the success of all MCPS students and staff

To establish criteria for leadership positions subject to appointment by the Montgomery County Board of Education (Board), upon the recommendation of the superintendent of Montgomery County Public Schools (MCPS)

To require due diligence in vetting prospective candidates, transparency in information provided to the Board, and appropriate and effective communication with applicants and candidates

To affirm the Board's commitment to efficient interview and appointment processes that appoint leaders in a timely manner, thereby providing continuity of leadership that is responsive to systemwide needs

To ensure effective and informed Board decision-making by establishing criteria for candidate information to be included in the superintendent of schools' recommendation to the Board

B. ISSUE

Maryland law establishes the authority –

1. of each Maryland county board of education to appoint personnel upon the written recommendation of the county superintendent of schools; and
2. of the county superintendent to assign staff to their positions in the schools and transfer them as the needs of the schools and school system require.

C. POSITION

1. The Board affirms its commitments¹ to the success of all MCPS students and staff by attracting, actively recruiting, and appointing highly qualified leaders with the integrity and experience needed to create educational communities in which –
 - a) every school and worksite embodies a culture of respect, grounded in the core values of the Board, to promote understanding, respect, civility, acceptance, and positive interaction among all individuals and groups;
 - b) leaders reflect the diversity of the community and are committed to the success of all students and staff;
 - c) leaders are supported in professional learning communities that foster excellence in teaching, learning, and operations and provide opportunities for engagement and leadership development; and
 - d) MCPS is a positive, collaborative environment with the highest quality staff in every position.
2. Leadership positions subject to Board approval shall be those positions classified “O” and higher on the MCPS salary schedule.
3. The Board is committed to efficient interview and appointment processes throughout the calendar year to ensure continuity of leadership that is responsive to systemwide needs, as follows:
 - a) For those positions classified “O” and higher on the MCPS salary schedule, the superintendent of schools shall establish an Appointments Committee composed of MCPS leaders of associate superintendent level or above, for the purpose of making recommendations to the superintendent of schools.
 - b) To facilitate interview processes that locate suitable candidates and hire leaders to open positions in a timely and efficient manner, the hiring process shall commence upon notice of vacancy or vacancy of a position, whenever feasible and appropriate.
 - (1) The Appointments Committee shall meet regularly throughout the year. If a Committee member is unable to attend a Committee

¹ Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*; Policy GAA, *Positive Work Environment in a Self-renewing Organization*; Policy ACF, *Sexual Misconduct and Sexual Harassment of Students*; Policy ACI, *Sexual Harassment of MCPS Employees*; Board Policy ACH, *Workplace Bullying*

meeting for unforeseen circumstances, a designee from within the Appointment Committee shall be appointed temporarily to represent that Committee member.

- (2) The Board shall approve in closed session any administrator vacancy anticipated to be filled in an acting capacity by current staff, temporary part-time employees, or consultants for more than 45 days.
- c) The superintendent of schools shall establish guidelines for the following:
- (1) identify eligible candidates based on an initial screening for minimum and preferred qualifications;
 - (2) establish safeguards to provide for the impartiality of individuals involved in the initial screening of applications, interview panels, and the Appointments Committee;
 - (3) engage stakeholders who reflect the community's diversity and experiences to participate in interview panels, as appropriate to the position, consistent with Board Policy ABA, *Community Engagement*;
 - (4) communicate, in a timely manner, with candidates, as well as applicants not selected, to be transparent about timelines, progress, and/or feedback, as appropriate.
 - (a) Candidates will be informed ahead of time of the necessary steps and timeline expected when applying for a Board-appointed position.
 - (b) MCPS will establish standards for categories of stakeholders to be represented on interview panels for school-based and central-office-based positions.
 - (c) MCPS will establish a standard for and clearly communicate to prospective candidates the expected time-in-process from application to appointment.
 - (5) assign responsibility for following up on any significant concerns that arise as a result of reference or background checks;
 - (6) limit, whenever possible, the number of interview panels to two. The superintendent of schools conducts the second panel interview.

- d) The Board shall meet in closed session at regular intervals throughout the calendar year to consider candidates recommended by the superintendent of schools and provide for continuity of leadership.
5. The Board requires appropriate and effective communication with applicants and candidates, due diligence in vetting prospective candidates, and transparency in information provided to the Board about interview processes and finalists, as follows:
- a) The Board shall be provided with the following materials during a closed session of the Board:
 - (1) Interview panel(s) – the composition of the interview panel, each panelist’s top preferences among candidates interviewed, and the panelists’ evaluation of the interview process.
 - (2) Appointment Committee – the interview panel’s recommendation; qualifications of candidates reviewed by the Committee (i.e., documentation of academic preparation, work experience, and professional development), and Committee “debrief” notes, including any concerns or questions raised about interviewees during the Committee’s deliberations.
 - (3) Attestation letters from the chief of the Office of Human Resources and Development and other executive staff designated by the superintendent of schools, attesting that the candidate recommended to the Board was discussed at Appointment Committee meetings, appropriately vetted as set forth in section C.5.b, and that the information provided to the Board is true, accurate, and complete to the best of their knowledge.
 - b) Vetting

Information provided to the Board about recommended candidates shall be reviewed for accuracy. Such information will include essential information for effective Board decision-making as follows:

 - (1) Qualifications for eligibility have been met (e.g., academic preparation, work experience, and professional development).
 - (2) Background checks have been completed consistent with best practices and available offender registries, including fingerprinting.

- (3) No candidate for a position will be considered until the outcome of any investigation of the candidate is complete. Implementing regulations shall clarify those complaints, grievances, or allegations subject to investigation and applicable to this requirement. The outcome of such investigations shall be fully available to the Board.

D. DESIRED OUTCOMES

1. The Board shall have timely opportunities for effective Board deliberation and informed decision-making about MCPS leaders recommended to the Board for approval.
2. The MCPS community shall have the utmost confidence in the integrity of selection and appointment processes, and MCPS leaders shall be of the highest quality, integrity, experience, and commitment to the success of all MCPS students and staff.

E. IMPLEMENTATION STRATEGIES

The superintendent of schools will establish regulations or other administrative procedures necessary for carrying out the objectives outlined in this policy, to include –

1. timely identification of qualified candidates to fill “acting” positions within three months, whenever feasible;
2. consistent and efficient interview and appointment protocols that appoint MCPS leaders in a timely manner, thereby providing continuity of leadership that is responsive to systemwide needs and time-in-process of no more than two months, whenever possible; and
3. professional growth systems that provide ongoing support and regular evaluation of leaders in order to promote the highest quality, integrity, experience, and commitment to the success of all MCPS students and staff.

F. COMPLAINT

Any employee alleging employment discrimination in the Board appointment process may file a complaint with the Maryland Commission for Civil Rights or the Equal Employment Opportunity Commission.

G. REVIEW AND REPORTING

This policy will be reviewed on an ongoing basis in accordance with the Board of Education’s review process.

Related Sources: Annotated Code of Maryland, Education Article, Section 4-103 and Section 6-201

Policy History: New policy by Resolution No. 303-24, June 11, 2024.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
 - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at www.montgomeryschoolsmd.org/info/nondiscrimination.

<p>For inquiries or complaints about discrimination against MCPS students***</p> <p>Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org</p>	<p>For inquiries or complaints about discrimination against MCPS staff***</p> <p>Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org</p>
<p>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</p> <p>Section 504 Coordinator Office of School Support and Well-being Student Well-Being and Achievement 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-740-3109 504@mcpsmd.org</p>	<p>For staff requests for accommodations under the Americans with Disabilities Act</p> <p>ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org</p>
<p>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***</p> <p>Title IX Coordinator Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org</p>	

*This notification complies with the federal Elementary and Secondary Education Act, as amended.

**This notification complies with the Code of Maryland Regulations Section 13A.01.07.

***Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the Americans with Disabilities Act, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpsinterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.