

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 22, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8330 -
INTERNAL BOARD POLICIES: MINUTES**

ORIGINATOR:

**RESOURCE
PERSON(S):**

RECOMMENDATION

That the Board of Education considers the changes to Policy 8330. This is the first reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8330

POLICY ANALYSIS

Proposed Revisions to Board of Education Policy 8330 Internal Board Policies: Operations: Minutes

Statement of issues or questions to be addressed by the proposed policy

The Ad Hoc Policy Committee continues its process of reviewing the Board's Internal operating policies. (8000 Series) The Committee is recommending that Policy 8330 be amended to reflect current practice concerning the content of the Board's minutes. The legal reference has been updated.

Fiscal Impact on the school system

No fiscal impact is anticipated or contemplated by this change.

Relationship to other Board of Education Policies

All of the policies in the 8300 series address the Board's meetings. However, no other policy addresses the content of the Board's minutes.

Similar Policies adopted by other local school systems

WASHINGTON COUNTY BOARD OF EDUCATION,
Policy BDDG, Board Governance and Operations, Board Minutes

HARFORD COUNTY BOARD OF EDUCATION
Board Policy 22-0011-000, Minutes for Meetings

Legal Requirements, such as federal, state or local laws or regulations

The Open Meetings Act requires that minutes of both closed and open sessions be kept. See, Md. State Gov't Code Ann., §10-509. Moreover, the statute requires that minutes reflect, "each item that the public body considered, the action that the public body took on each item, and each vote that was recorded."

A draft of the proposed policy

See attached

Other alternatives that were considered by the Board members

The Board Committee members did not consider other alternatives.

Timeline

Opportunity for Citizen Comment, June 12, 2007
Proposed Date of Adoption, July 10, 2007

INTERNAL BOARD POLICIES: Operations

Minutes

The minutes of the meetings of the Board of Education shall include:

1. The [classification [(regular or special)] date, and place of meeting
2. The call to order stating time, person presiding, and his OR HER office
3. The record of the roll call of Board members
4. A notation of the presence or absence of the Superintendent; notation of other staff members [and visitors] present
5. A record of any corrections of the minutes of the previous meeting and the action approving them
6. A record of all communications presented to the Board
7. A record of the hearing of all petitions of citizens
8. A record of any reports of Board members or staff members
9. A record of each motion placed before the Board, including the member making the motion and member seconding, if required
- [10. Special marking to indicate policy matters.]

The minutes shall be permanently filed and indexed for reference purposes in the office of the secretary-treasurer.

All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the school system file as a permanent record.

POLICY 8330

Legal Reference: [State Board of Education Bylaw
13A.02.01.03A Minutes]

Policy

Board of Education of Baltimore County

Adopted: 4/13/72

Revised: _____

[] BRACKETS indicate deleted material.
ALL CAPS indicate new material.