

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 10, 2012

**TO:** **BOARD OF EDUCATION**

**FROM:** S. Dallas Dance, Ph.D., Superintendent

**SUBJECT:** **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8312, MEETINGS: TIME AND PLACE**

**ORIGINATOR:** Margaret-Ann F. Howie, Esq., General Counsel

**RESOURCE PERSON(S):** Patricia S. Clark, Policy and Compliance Officer

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 8312.  
This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 8312

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 8312  
MEETINGS: TIME AND PLACE  
RENAMED AS, "PUBLIC MEETINGS"**

**Statement of Issues or Questions Addressed**

In accordance with Policy and Rule 8130, Policy 8312 is scheduled for review in school year 2011-2012. Policy 8312 outlines the authority of the Board to schedule public meetings of the Board. Policy 8312 has been revised to: (1) include the annual adoption of the Board's meeting schedule during its April meeting; (2) include provisions for calling special meetings of the Board; (3) include a section that outlines how the Board will provide notice of its public meetings; (4) include a provision for closing meetings in accordance with the Open Meetings Act; (5) conform with the Policy Review Committee's editing conventions.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the revision of this policy.

**Relationship to Other Board of Education Policies**

1. Board of Education Policy 8315, *Meetings: Participation by the Public*
2. Board of Education Policy 8320, *Final Action by the Board*
3. Board of Education Policy 8330, *Minutes*

**Legal Requirements**

1. *Annotated Code of Maryland*, Education Article §4-107, *Meetings; Officers; Expenses*
2. *Annotated Code of Maryland*, State Government Article §§10-501 through 10-512, *Meetings (Maryland Open Meetings Act)*

**Similar Policies Adopted by Other Local School Systems**

1. Anne Arundel County Board of Education, Policy BD, *Board Meetings*
2. Frederick County Board of Education, Policy 102.1, *Public Meetings*
3. Harford County Board of Education, Policy 22-0007-000, *Public Meetings or Hearings of the Board of Education*
4. Prince George's County Board of Education, Bylaw No. 9360, *Meetings*
5. St. Mary's County Board of Education, Policy BE, *School Board Meetings*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First reading – July 10, 2012

Public comment – August 7, 2012

Third reading/vote – September 4, 2012

INTERNAL BOARD POLICIES: Operations

PUBLIC Meetings[: Time and Place]

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) SHALL ESTABLISH GUIDELINES FOR THE CONDUCT OF OFFICIAL BUSINESS IN AN OPEN AND PUBLIC MANNER AND IN ACCORDANCE WITH STATE LAW.

II. GUIDELINES

A. REGULAR MEETINGS

1. The BOARD OF EDUCATION OF BALTIMORE COUNTY (Board) meets REGULARLY at such times and places as the Board shall designate [and in accordance with current statutes].
2. EACH APRIL, THE BOARD WILL ADOPT A MEETING SCHEDULE FOR THE SUCCEEDING SCHOOL YEAR.

B. SPECIAL MEETINGS

1. SPECIAL MEETINGS OF THE BOARD MAY BE CALLED BY THE PRESIDENT OR BY THE SECRETARY-TREASURER, AT THE DISCRETION OF THE PRESIDENT.

C. NOTICE

1. THE BOARD SHALL GIVE REASONABLE ADVANCE NOTICE OF ITS PUBLIC MEETINGS. THIS NOTICE SHALL BE IN WRITING AND SHALL INCLUDE THE DATE, TIME, AND PLACE OF THE MEETING.
2. NOTICE OF ALL REGULAR AND SPECIAL MEETINGS OF THE BOARD SHALL BE GIVEN TO THE MEMBERS OF THE BOARD AND DELIVERED TO REPRESENTATIVES OF THE NEWS MEDIA WHO REGULARLY REPORT ON MEETINGS OF THE BOARD AND SUCH STAFF MEMBERS AND OTHERS WHOM THE BOARD AND/OR THE SUPERINTENDENT MAY DESIRE TO BE PRESENT.

D. CLOSED MEETINGS

1. ALL BUSINESS SHALL BE CONDUCTED IN MEETINGS OPEN TO THE PUBLIC, EXCEPT FOR MATTERS THAT MAY BE CONDUCTED IN CLOSED SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE *MARYLAND OPEN MEETINGS ACT*.

Legal ReferenceS: *Annotated Code of Maryland, Education Article[,] §4-107, MEETINGS; OFFICER; EXPENSES*  
*ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE §§10-501 TO 10-512*

RELATED POLICIES: BOARD OF EDUCATION POLICY 8320, *FINAL ACTION BY THE BOARD*  
BOARD OF EDUCATION POLICY 8330, *MINUTES*

Policy  
Adopted: 4/13/72  
Readopted: 7/10/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County