

Montgomery County Public Schools, Rockville, Maryland

# Board of Education **H A N D B O O K**



**2025-2026  
SCHOOL YEAR**







## **VALUES**

*Learning  
Respect  
Relationships  
Excellence  
Equity*

## **VISION**

### ***Future Ready***

*All students will graduate ready to thrive in a changing world—with the knowledge, skills, and confidence necessary to lead, adapt, and make a positive impact in their communities and beyond..*

## **MISSION**

### ***To Unleash Potential***

*All students will receive a solid academic foundation, grounded in strong critical thinking skills, with opportunities to enhance and enrich their learning. All students will develop resilience, be adaptable, and have a lifelong passion for learning. All students will become effective communicators and collaborators predicated on meaningful relationships. All students will make a positive impact in their community and be ready for success in their personal and professional life.*

## **Board of Education**

Ms. Julie Yang  
*President*

Ms. Grace Rivera-Oven  
*Vice President*

Ms. Rita Montoya

Ms. Karla Silvestre

Mrs. Laura Stewart

Ms. Brenda Wolff

Ms. Natalie Zimmerman

Ms. Anuva Maloo  
*Student Member*

## **Montgomery County Public Schools**

Thomas W. Taylor, Ed.D., M.B.A.  
*Superintendent of Schools*

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## INTRODUCTION

The purpose of this Handbook is to provide a useful tool for members of the Board of Education, staff, residents, and students regarding the manner in which the Board typically operates and carries out the authority delegated to it by law. The contents of this Handbook are not intended to confer any right, benefit, or privilege on any individual. This Handbook is not intended to mandate any process that is binding upon the Board, unless that process is otherwise required by law. To that end, the particular laws that are applicable to the Board shall govern over the terms of this Handbook.



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## SECTION 1:

# DEFINITIONS

**Administration:** The administration of Montgomery County Public Schools, led by the superintendent of schools

**Board:** The Montgomery County Board of Education

**Board Officers:** The president and vice president of the Montgomery County Board of Education

**Board Staff:** The professional and support staff of the Montgomery County Board of Education, led by the Board's chief of staff

**Business Meeting:** A meeting of the Montgomery County Board of Education, structured to facilitate the decisions and actions required of the Board in its roles of governance and oversight of Montgomery County Public Schools

**Chief of Staff:** The chief of staff to the Montgomery County Board of Education

**COMAR:** The Code of Maryland Regulations

**Education Article:** The Education Article of the Annotated Code of Maryland

**Elected Member:** One of seven members of the Montgomery County Board of Education, elected by Montgomery County voters

**Ethics Panel:** A panel appointed by the Montgomery County Board of Education to interpret the Board's ethics policy, review financial disclosure statements, and advise individuals subject to the Board's ethics policy as to its application

**MCPS:** Montgomery County Public Schools

**President:** The president of the Montgomery County Board of Education

**Public Comment:** An agenda item at business meetings and regular work sessions of the Montgomery County Board of Education during which members of the public can provide direct testimony to the members of the Board

**Public Hearing:** A hearing scheduled by the Montgomery County Board of Education to receive public feedback on an issue of widespread interest or concern

**Regular Work Session:** A meeting of the Montgomery County Board of Education structured to provide an opportunity for in-depth public presentation of critical or complex issues, followed by discussion among Board members, prior to taking formal action

**State Board:** The Maryland State Board of Education

**State Superintendent:** The Maryland state superintendent of schools

**Student Member:** The student member of the Montgomery County Board of Education, elected by the students of Montgomery County Public Schools

**Superintendent:** The superintendent of schools for Montgomery County Public Schools

**Vice president:** The vice president of the Montgomery County Board of Education

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## SECTION 2:

# NORMS AND SHARED COMMITMENTS

We are one team, partners in this work, with one another, and with the administration.

The Board adheres to the following principles, which reflect Board members' shared commitment to work together as a Board in the best interest of the school district; establish effective Board policies; delegate authority for school administration to the superintendent; promote academic success for all students, including creating a positive climate for student success; build collaborative relationships with the community; and commit to continuous improvement:

- Respect confidentiality. Keep confidential issues within the Board.
- Talk to each other and staff respectfully and value and appreciate everything we each bring to the table, even if we do not agree.
- Commit to ensuring each member is the best member they can be.
- Be open to new or different ways of doing things.
- Have conversations and/or give one another and/or the superintendent a heads up when issues or inquiries arise.
- Come to the Board meeting well prepared, having read the materials for the meeting ahead of time and prepared to ask pertinent questions and contribute appropriately to the dialogue.
- Strive to avoid surprises. Actively seek out other Board members and/or staff to discuss issues, grow ideas, and enhance our function as a Board and as committees.
- Keep the superintendent and staff informed about meetings with constituents, elected officials, council members, and any other conversations of importance to the team.

- Ask questions rather than pass judgment in order to promote the Board's work and protect its brand.
- Be respectful and responsive but not reactionary.
- Adhere to the Board Handbook and local, state, and federal laws.
- Once a Board decision is made, it is the officially adopted position of the Board that is to be communicated to the public.
- Disagree with ideas, not people.
- Listen to learn, not just respond.
- Understand positional power as Board members when interacting with MCPS staff and avoid placing staff in untenable positions.
- Know and respect Board processes when requesting information and route such requests through the Board's chief of staff.
- Hold each other accountable to carrying out these commitments with integrity.

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## SECTION 3:

# BOARD GOVERNANCE RESPONSIBILITIES AND AUTHORITY

## A. Duties of the Board of Education

The powers and mandatory duties of the Board are defined in the Education Article and Title 13A of the Code of Maryland Regulations. The Board's primary responsibilities, aligned to support the school system's Strategic Plan, include, but are not limited to, the following:

- Selecting and appointing the superintendent.
- Formulating and interpreting policies.
- Adopting operating and capital budgets.
- Making decisions on educational, budgetary, facility, and financial matters (including authorization of legal settlements).
- Establishing curriculum guides and courses of study.
- Continuously appraising the educational and administrative management of the school system.
- Establishing school boundaries.
- Communicating with residents, staff, and students.
- Acting in a quasi-judicial capacity, in particular, deciding appeals.
- Advancing a legislative agenda.
- Appointing personnel.

In addition to those mandatory duties that are defined in law, the Board is committed to the Key Work of School Boards, developed by the National School Boards Association. The Key Work of School Boards encompasses the following areas of action:

- **Vision:** Establishing a clear vision with high expectations for student achievement and quality instruction.

- **Standards:** Setting high academic standards for schools and students, ensuring they are aligned with the vision and goals.
- **Assessment:** Implementing systems to assess student progress and school performance, providing data to inform decisions and improvements.
- **Accountability:** Establishing mechanisms for holding schools, staff, and the Board itself accountable for student achievement and other goals.
- **Resource Alignment:** Ensuring that resources are allocated effectively to support the Board’s vision, goals, and student needs.
- **Climate:** Creating a positive and supportive school climate that fosters learning and well-being for all students.
- **Collaboration and Community Engagement:** Fostering collaboration among teachers, staff, parents, and community stakeholders, to build support for the Board’s vision and goals.
- **Continuous Improvement:** Continuously evaluating and refining practices and strategies to improve student outcomes and overall system performance.

\*Legal Reference: Sections 4-101, 4-103, 4-108, 4-109, 4-111, 4-114, 4-117, 4-201, and 6-201 Education Article, Annotated Code of Maryland (Note: Information about Board members’ immunity from liability may be found in Section 4-106, Education Article, and Section 5-518, Courts and Judicial Proceedings Article, Annotated Code of Maryland)

## B. Authority of Individual Board Members

The authority and responsibilities of the Board belong not to individual members of the Board, but to the Board itself. Board members have authority only when acting as a Board in a legally constituted session, with a quorum being present. The statement or action of an individual member or group of members of the Board does not bind the Board itself, except when that statement or action is authorized by an official act of the Board.

\*Legal Reference: Sections 3-103, 3-901, 3-903, and 4-108, Education Article, Annotated Code of Maryland



### C. Ethics and Code of Conduct

The Board, the superintendent, and MCPS employee organizations have adopted a compact of an organizational culture of respect. With this compact, all parties commit to an organization that recognizes and values the role of all employees as contributors to a learning community that sets high standards of performance for staff and students. Furthermore, the Board and the superintendent are committed to the principles of equity in Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*.

Board members shall adhere to Board Policy BBB, *Ethics*, which governs actions of its members, school officials, and employees. In alignment with this policy, Board members will avoid being placed in a position of conflict of interest and refrain from using their position for personal or partisan gain. Furthermore, Board members will take no private action that will compromise the Board or the administration. To help guide the execution of their responsibilities, Board members are encouraged to request an advisory opinion from the Ethics Panel as to any potential conflict of interest or other matter within the scope of this policy.

Members will respect the confidentiality of information that is privileged under applicable law. Moreover, Board members shall maintain the confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal positions of the Board or MCPS, especially those matters discussed in closed session. If, for any reason, a Board member prefers not to participate in a confidential discussion that is authorized or has a conflict of interest with the subject under discussion, they should leave the meeting before it begins or that particular subject is discussed.

Given that the Board is committed to faithful compliance with the provisions of these documents and the Board's policies, the Board may take appropriate action in the event of a member's willful and continuing violation.

## D. Financial Disclosures

Board Policy BBB, *Ethics*, requires that each Board member complete an annual financial disclosure statement for the preceding calendar year. These statements will be made available during normal office hours for examination and copying by the public, subject to whatever reasonable fees and administrative procedures are established. Financial disclosure statements must be completed by these candidates seeking election by the general public to the Board. Candidates will file the statement with the Board of Elections at the time candidates submit their certificate of candidacy. Upon a candidate's election by the general public to the Board, the Board of Elections should transmit that disclosure statement to the Ethics Panel. The Ethics Panel is responsible for reviewing all financial disclosure statements for completeness of form and for determination of any existing or potential conflicts of interest.

\*Legal Reference: Section 8-801 et seq., Election Law Article, Annotated Code of Maryland

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## SECTION 4:

# BOARD COMPOSITION

The Board is composed of eight members: five elected members, each of whom resides in a different district; two elected at-large members; and one student member. With the exception of the student member, all Board members must be registered voters of Montgomery County and may not be subject to the authority of the Board.

### A. Elected Members

The seven full-voting members are elected to a four-year term at the general election every two years. Four members (three by district and one at-large) are elected in gubernatorial election years, and three members (two by district and one at-large) are elected in presidential election years. All voters in the county vote for all elected members of the Board, regardless of the voter's district. Notwithstanding when the ceremonial oath of office is administered, the Board member's term begins on December 1 after the election and continues until a successor is elected and qualifies.

### B. Student Member

The student member must be a bona fide resident of Montgomery County and a regularly enrolled junior or senior year student from a Montgomery County public high school. The student member is elected for a one-year term each year by students enrolled in middle and high schools in MCPS. The student member's term of office begins on July 1 after the election.

The qualifications, election, and provisions relating to the student member are set forth in state law. The student member has the same rights and privileges of an elected member, except that the student member may not vote on personnel matters governed by Section 6-202 of the Education Article. If invited to do so by a majority vote of the seven full-voting members of the Board, the student

member may attend personnel hearings, pursuant to Section 6-202, and closed sessions related to personnel matters, but may not participate in such discussions. The student member also may make motions or second the motions made by others. However, their right to vote on such motions is predicated on whether it concerns a matter on which the student member's vote counts.

During their term as a Board member, the expectation is that the student member should devote sufficient time and attention to fulfilling their academic duties as a matter of priority.

A student member who completes a full term on the Board shall be granted compensation in the amount of \$25,000 and awarded 1 full credit in social studies. In addition, the student member is awarded 250 student service learning hours or, when properly documented, 1 student service learning hour for each hour devoted to performing the duties of the student member, whichever is greater. The student member may elect to receive the compensation as a scholarship, stipend, or combination of the two.

The student member may distribute diplomas and/or certificates at high school commencements but may not confer their own diploma.

\*Legal Reference: Sections 3-901, 3-902, 3-903, and 6-202, Education Article, Annotated Code of Maryland

### **C. Board Member Oath of Office**

The oath of office for Board members is as follows:

I, (Full Name), do solemnly swear that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the state of Maryland, and support the constitution and laws thereof, and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of (Board member/ student member of the Board) according to the constitution and laws of this state.

\*Legal Reference: Constitution of Maryland, Article I, Section 9

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## SECTION 5:

# BOARD MEMBER SELECTION

### A. Elected Board Candidates and Members-elect

Election procedures for elected members of the Board are found in the Election Law Article of the Annotated Code of Maryland.

Board candidates for election by the general public are required to file public financial disclosure statements for the preceding calendar year with the Montgomery County Board of Elections at the time they submit their certificate of candidacy. After the candidate's election to the Board, the Board of Elections sends the financial disclosure form to the Board's Ethics Panel.

The Board's practice is to use the following processes for Board member candidates and members-elect:

- Materials, except items of a confidential nature, for Board business meetings are available to candidates and the general public on the Board's website.
- Newly elected Board members usually are seated at the outside ends of the Board table.

\*Legal Reference: Section 8-801 et seq., Election Law Article, Annotated Code of Maryland

### B. Filling Vacancy of Board Member's Unexpired Term

In the event of the resignation, death, or removal from office of an elected member, the remaining members of the Board will select a qualified individual to fill the vacancy. In the event the vacancy is caused by a member who is required to reside in a particular education district, the person appointed to fill the vacancy also must reside in the same district at the time of appointment and while serving out the unexpired term. This individual will serve for the remainder of the term and until a successor is elected.

State law also requires that the individual must be a registered voter of Montgomery County and may not be subject to the authority of the Board. For example, although an MCPS employee may be eligible for appointment, they would have to resign as an employee in order to serve as a member of the Board.

When filling Board vacancies, the Board typically discusses the establishment of the process in closed session. The incumbent Board member who is resigning does not take part in the appointment process.

Traditionally, the process commences with the Board soliciting interest from individuals within the appropriate district, or countywide if the vacancy is for an at-large member, and inviting applications to be made to the Board Office by a set date. The public notice sets out the qualifications established by law. Interested individuals are asked to submit a résumé or brief record of their personal history and relevant civic, professional, employment, and other experience along with a cover letter indicating their home address and certifying to being a registered voter and a resident of the affected district. Notice is typically disseminated widely through a variety of methods.

Selected candidates are interviewed by the Board in a public session. During the interview, the candidates provide responses to questions that address their experience, priorities, and expectations for the job. The Board appoints the individual who garners a majority vote of the remaining Board members.

In the event of a vacancy in the student member position, the individual receiving the second-highest vote in the most recent election shall be seated as the student member for the remainder of the term.

\*Legal Reference: Sections 3-901 and 3-114(f), Education Article, Annotated Code of Maryland

### **C. Removal of Board Member**

Pursuant to statute, the Montgomery County Council may remove a Board member for immorality, misconduct in office, incompetence, or willful neglect of duty. The member may request a hearing and have an opportunity to be heard publicly before the Montgomery County Council. The member also has the right to a de novo review of the removal by the Circuit Court of Montgomery County.

\*Legal Reference: Section 3-901, Education Article, Annotated Code of Maryland





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## SECTION 6:

# DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The Board officers are the president and vice president as elected by the members of the Board on an annual basis. By law, the superintendent is the executive officer, secretary, and treasurer of the Board.

Generally, the president presides at all meetings, signs authorized or approved contracts and other documents on behalf of the Board, represents the views of the Board in all communications and correspondence, and performs other duties prescribed by law or by the Board. The president may appoint ad hoc committees of the Board and/or staff members to assist the Board with its work, study specific issues, or undertake Board projects. In the absence of the president, the vice president performs these duties. The following is a more illustrative list of the duties of the president:

### 1. Board Meetings

- Works with the superintendent to develop agendas with input from Board members.
- Presides over meetings using *Robert's Rules of Order, Newly Revised*, as a guide.
- Ensures that the meetings are conducted in an orderly and succinct manner.

### 2. Communication

- Serves as the official spokesperson for the Board.
- Works with the Board and individual members to obtain consensus.
- Focuses on ensuring effective, open, honest discussion among Board members.
- Allows each Board member to express their ideas and opinions within the stated topic.

- Works with the superintendent and the vice president to ensure all information is shared with Board members in a timely manner.

### **3. Committee Assignments**

- Appoints ad hoc committees as necessary.
- Discusses with individual Board members their interests and strengths to try and arrive at consensus over committee assignments.
- Considers the balance of workload for each Board member.

### **4. Evaluation/Retreat**

- Plans any Board retreats with input from the vice president and the superintendent.
- Ensures that the superintendent is evaluated pursuant to their employment contract.
- Reviews the Board's norms annually.

### **5. School and Public Events**

- Ensures that the Board is represented at school and public events.
- Represents the Board's stated positions on inquiries from the media, elected officials, and community groups.
- Speaks at systemwide school/Board-sponsored events or other formal occasions, acknowledging the presence of fellow Board members and other dignitaries.

## 6. Documents

- Signs contracts approved by the Board, official letters, and other written communication on behalf of the Board.
- If both the president and the vice president are absent from a Board meeting, the superintendent presides until a president pro tem is elected from among the Board members. The president and the vice president are elected at the Board's Annual Organizational Meeting and serve until the Annual Organizational Meeting in the subsequent year.

\*Legal Reference: Sections 4-102, 4-107, and 4-204 Education Article, Annotated Code of Maryland



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## SECTION 7:

# BOARD OFFICE

### A. Board of Education Staff

Maryland courts have held that the Board has the authority to engage staff as necessary to enable the Board to carry out its functions. The Board adopted Policy BNB, *Board Staff Management and Operations*, which establishes guidelines for outlining the duties of Board staff and delineating the management and operations, including, but not limited to, hiring, evaluation, and professional development of Board staff.

To facilitate the discharge of the Board’s statutory responsibilities, Board staff – under the direction of the chief of staff – provide recommendations and general support to the Board and its members. To that end, Board staff maintain a series of responsibilities, including but not limited to the following:

- Responding to requests from Board members, the superintendent, staff, public, and other governmental agencies for information on past or pending Board business.
- Providing legislative and intergovernmental information and support, including representation of the Board’s interests before appropriate legislative bodies and the state board.
- Providing research assistance and analysis to Board members.
- Providing assistance and support to the Board in the selection of a superintendent.
- Keeping official records of Board business and attending all Board meetings as appropriate.
- Providing staff support, minutes, and follow-ups to Board committees.
- Coordinating the process of recruitment of nominations for appointment to Board advisory committees.

- Directing all appeal matters before the Board, in consultation with the Board attorney.
- Carrying out the responsibility of the administration of the Board Office, including various logistical and administrative functions, such as those related to correspondence, scheduling, general staff support, Ethics Panel matters, financial disclosure process, travel expenses, use of technology, and new-member orientation.
- Providing timely reports on meetings attended by Board staff and reports and analysis on Board functions such as ombudsman activities, ethics work, legislative work and development of a legislative platform, and appeals.
- Attending meetings of public committees and other school-community organizations, at the direction of the Board, in the capacity of an observer.

\*Legal Reference: Section 6-201, Education Article, Annotated Code of Maryland; *Fiscella, et al. vs. the Board of Education for Montgomery County, Maryland*, (Equity No. 40,161), Circuit Court for Montgomery County, Maryland

## **B. Guidelines for the Function of the Ombudsman**

There are formal appeal procedures that protect the due-process rights of parents, students, and residents and grievance procedures to protect the rights of employees. However, there are times when it is appropriate to initiate less formal inquiries into constituent concerns and problems. As described in Policy BNB, *Board Staff Management and Operations*, an ombudsman shall be retained by the Board with the principal functions as follows:

- To assist employees, parents, residents, and students who have issues, complaints, information, or suggestions and to bring them to the attention of MCPS officials at the most appropriate administrative level.
- To periodically review, with the Board and the superintendent, all cases for inferences and suggestions with respect to opportunities for policy and administration improvements.

In carrying out these duties, the ombudsman shall do the following:

- Have access to all pertinent files, records, data, reference and research materials, and other such informational resources from MCPS, subject to the provision that material in personnel files shall be made available only with the consent of the employee about whom the information is sought. Confidential material in a student file shall be made available only with the consent of the parent or guardian concerned.
- Receive the cooperation of all MCPS employees in the performance of these duties. It is essential to the function of the ombudsman that information be furnished on a confidential basis and that such confidences be preserved.
- Refrain from undertaking any duties or assignments that contravene the authority of the superintendent, as specified in the Education Article or any other laws, bylaws, rules, or policies of the State Board. The ombudsman shall not interfere with contractual grievance procedures but shall provide services in accordance with the rights of staff members, as specified in the Negotiated Agreements. The ombudsman shall not violate any of the constitutional rights of complainants or of the persons against whom complaints have been brought.

### **C. Internal Audit Unit**

The Internal Audit Unit supports the Montgomery County Board of Education in fulfilling its oversight responsibilities by conducting independent audits and reviews of school system operations and internal controls. Operating under the direction of the chief of staff and consistent with federal and state laws, Board policy, and MCPS regulations, the Internal Audit Unit provides objective assurance and insight to promote accountability, transparency, and effective use of district funds.

The mission of the Internal Audit Unit is to evaluate and improve the effectiveness of risk management, control, and governance processes within MCPS. This includes auditing Independent Activity Fund (IAF) accounts, school financial operations, central office functions, payroll, and compliance with Board policies and state/federal regulations.

Primary functions of the Internal Audit Unit include the following:

- Performing audits and reviews in accordance with professional standards and audit plans approved by the Board's Fiscal Management Committee.
- Evaluating internal controls and making recommendations to improve efficiency, effectiveness, and compliance.
- Conducting investigations into allegations of financial impropriety or misuse of resources.
- Providing technical assistance to MCPS staff on internal controls, financial procedures, and compliance expectations.
- Reporting audit findings and recommendations to the Board and administration, including follow-up reviews to ensure corrective action is implemented.
- Collaborating with external auditors, the Ethics Panel, and other oversight entities as appropriate.

The Internal Audit Unit functions independently from day-to-day operations and maintains objectivity in reporting. Its work supports the Board's commitment to ethical stewardship of resources, public trust, and continuous improvement in MCPS operations.



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## SECTION 8:

# BOARD ATTORNEY

By state law, the Board is empowered to retain counsel to represent it in legal matters. The Board's procedures for retaining, appointing, and reviewing the performance of counsel are contained in Board Policy BOA, *Legal Services*.

\*Legal Reference: Section 4-104, Education Article, Annotated Code of Maryland



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## SECTION 9:

# SUPERINTENDENT

### A. Appointment of the Superintendent

Maryland state law governs the appointment, term, qualifications, vacancy, and removal of the superintendent. The term of the superintendent is four years, beginning on July 1. The superintendent serves until a successor is appointed and qualifies. By February 1 of the year in which a term ends, the superintendent must notify the Board whether they are a candidate for reappointment.

In the year in which a term begins, the Board appoints the superintendent between February 1 and June 30. Should the Board decide to reappoint the incumbent superintendent, the Board must take final action at a public meeting no later than March 1 of that year.

The appointment of the superintendent is subject to written approval of the state superintendent. If there is a vacancy in the Office of the Superintendent, the Board shall appoint an interim superintendent, who serves until July 1 after their appointment.

\*Legal Reference: Section 4-201, Education Article, Annotated Code of Maryland

### B. Responsibilities and Duties of the Superintendent

The superintendent is responsible for the administration of their office and carries out the rules, regulations, and policies of the Board, as well as the laws, bylaws, and policies of the state board.

The superintendent advises the Board on educational policies of the school system, school attendance areas, curriculum guides and courses of study, and any question under consideration by the Board. The superintendent recommends to the Board annual operating and capital budgets, contracts (to the extent required by law), and other documents for Board approval. The superintendent also informs

the Board in advance of administrative reorganizations, including transfers of functions, establishment of positions and offices, and consolidations of positions and offices.

The superintendent attends all meetings of the Board as well as committee meetings, as requested, except when the Board is considering appeals in its quasi-judicial role in closed session, or when the superintendent's tenure, salary, or the administration of their office is under consideration. The superintendent may advise the Board on any question under consideration at the meetings that they are permitted to attend but may not vote. In the absence of the superintendent, their designee fulfills these duties. By contract, the Board regularly evaluates the superintendent on the achievement of mutually agreed-upon priorities and objectives.

By law, the superintendent, as executive officer, secretary, and treasurer of the Board, keeps a record of the proceedings of each meeting of the Board and of all actions taken by the Board.

The superintendent recommends the appointment of administrative and supervisory personnel to the Board for its approval, whether by discrete personnel actions or by way of a monthly personnel report approved by the Board. The superintendent also informs the Board in advance of transfers of administrative and supervisory personnel. In the monthly personnel report, the superintendent provides appropriate notification of personnel appointments, terminations, and disciplinary actions of MCPS personnel, and recommends approval of those personnel actions that require Board approval under applicable laws.

\*Legal Reference: Sections 4-102, 4-103, 4-201, 4-204, 4-205 and 6-201, Education Article, Annotated Code of Maryland

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## SECTION 10:

# PUBLIC PARTICIPATION

The members of the Board desire to hear the views and have the advice of interested residents. To help ensure effective public participation in the decision-making process, the Board does the following:

- Endeavors to advertise the agenda and supporting documents on the Board's website no later than the Friday before a meeting. Furthermore, copies of agenda materials are available to the public on the day of the meeting.
- Involves residents and students on advisory committees.
- Holds public hearings on the operating and capital budgets and issues of wide public interest, as determined by the Board.
- Provides time at its regular work sessions and business meetings for the public to comment on educational issues and other matters before the Board.
- Encourages residents to communicate with Board members by publishing their email address on the Board's website.
- Widely circulates proposed policies for comment.
- Solicits public comment on policy development and amendments.



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## SECTION 11:

# BOARD MEETINGS

All meetings of the Board are public meetings, except for closed sessions and as otherwise permitted under state law.

Under special circumstances, as determined by the Board, any meeting of the Board may be conducted virtually to allow for remote participation of all Board members and participants. The public will be provided with notice and the ability to attend these virtual meetings remotely.

### A. Business Meetings

1. The Board conducts a monthly business meeting in the Patricia B. O'Neill Board of Education Room at 15 West Gude Drive in Rockville, Maryland, unless otherwise designated. The open session will typically begin at 4:00 p.m. and is often preceded by a closed session. Business meetings are to begin promptly at the starting time listed on the agenda with a quorum being present.
2. Every effort is made to group similar and major educational issues together during the business meeting and to schedule items of significant public interest at times convenient to the general public.
3. The business meeting agenda shall indicate if an item is intended for action, discussion, or information. Notwithstanding the designation, any Board member can make a motion germane to an agenda item before the Board.
4. In addition to taking action on scheduled items, the business meeting agenda shall contain an opportunity for Board members and the superintendent to make comments on activities, request information, and ask questions of a general nature. Requests for information that would entail the commitment of a considerable amount of staff time shall require approval by the Board.

5. Except for policy matters, items that are time sensitive may be voted upon during the same meeting as introduced if all Board members are present and agree by unanimous vote to consider the item for action. Prior to voting on an item of new business that requires substantial research or a report from administration, the superintendent shall be asked how much time it would take staff to prepare a response.
6. At every business meeting, time shall be set aside for a consent agenda, consisting of matters that the president or the superintendent believes will be adopted by unanimous vote. Any Board member may request removal of any item from the consent agenda for discussion and a separate vote.
7. The Board may adjust meeting dates and times as necessary to accomplish Board business.

## **B. Regular Work Sessions**

1. In most months, the Board also conducts a regular work session in the Patricia B. O'Neill Board of Education Room at 15 West Gude Drive in Rockville, Maryland, unless otherwise designated. The open session will typically begin at 12:00 noon and is often preceded by a closed session. Regular work sessions are to begin promptly at the starting time listed on the agenda with a quorum being present.
2. The regular work session agenda shall indicate if an item is intended for Action, Discussion, or Information. Staff presentations to the Board should emphasize key highlights and recommendations on the item presented, ensuring that the Board has sufficient time to discuss the item.
3. Regular work sessions shall be focused primarily on the presentation of information from administration and discussion among Board members on critical topics. This focus notwithstanding, the Board may include on



a regular work session agenda priority or time-sensitive items, including personnel appointments, for action.

### **C. Annual Organizational Meeting**

According to state law, the Board must conduct an annual meeting on or before January 10, for the election of a president and vice president. However, the Board traditionally conducts its election of officers as the first order of business at its first meeting in December, but, in any event, no earlier than December 1 or the date on which new members are sworn in, whichever is later.

The Annual Organizational Meeting is traditionally combined with a regularly scheduled meeting of the Board.

The Annual Organizational Meeting is called to order by the superintendent (by law, the secretary-treasurer of the Board). The names of all members are automatically placed in nomination. Through an individually recorded written vote, the members elect a president and vice president from among the currently sitting members by majority vote. The election for president shall precede the election for vice president. Immediately upon their election, the president and vice president shall assume the duties of their office.

In addition to selecting the president and vice president, the Board also must fill vacancies on the Board's standing committees, including designating the chair for each of the committees.

\*Legal Reference: Section 4-107, Education Article, Annotated Code of Maryland

### **D. Special Meetings**

Other than scheduled business meetings, regular work sessions, and committee meetings, publicized in advance, the Board may meet for retreats, trainings, and professional development sessions. As part of its master calendar, the Board may schedule annual meetings with the officers of the Montgomery County Region of Student Councils, Montgomery County Junior Councils, Student Government

Association presidents, Montgomery County Council of Parent Teacher Associations, Montgomery County Association of Administrators and Principals (MCAAP), Montgomery County Education Association (MCEA), Service Employees International Union (SEIU) Local 500, and PTA clusters (the latter on a rotating basis). The Board also may meet, from time to time, in informal meetings, with other elected and appointed officials and education, civic, and community organizations. These meetings may be held at the Board Office or in communities throughout Montgomery County.

Special business meetings also may be called by the president, by the superintendent, or at the written request of a majority of the Board. Whenever possible, at least 24 hours' notice of special meetings and their purpose will be given to each Board member and, whenever feasible, meeting dates will be determined in consultation with Board members.

Business that does not come within the purposes set forth in the call for the meeting may not be transacted at a special meeting, unless all Board members are present and agree unanimously to the consideration of the additional item(s).

## **E. Retreats**

The Board usually schedules at least two annual retreats a year for team building, training, discussion of Board operations, and other matters as appropriate. Following an election, one of the annual retreats should be scheduled in December or January with the new Board. The retreats will be held in compliance with the *Maryland Open Meetings Act*, as required by law.

## **F. Closed Sessions**

Under the *Maryland Open Meetings Act*, the Board is authorized to meet in closed session to discuss, among other things, personnel matters, acquisition of real estate, pending litigation, collective bargaining issues, matters protected from public disclosure by law, and to obtain legal advice.

The *Maryland Open Meetings Act* also requires that, before meeting in closed session, the Board must give reasonable advance notice of the closed session. Further, after a closed session is held, the Board also must provide a report concerning the closed session's topic(s) of discussion. In order to accomplish these objectives, the Board adheres to the following guidelines:

1. For the closed session that occurred at the previous Board meeting, a statement will be made at the next Board meeting that includes the time, place, and purpose of the closed session; a record of the vote of each member as to closing the session; a citation of the authority for closing the session; and a listing of topics of discussion, persons present, and each action taken during the session.
2. Immediately prior to convening a closed session for the current Board meeting, the president shall conduct a recorded vote on closing the session. Further, the Board shall adopt a resolution in open session that includes the reasons for closing the meeting, including citations of legal authority and a listing of the topics to be discussed.
3. For the closed session that is to occur at the next Board meeting, the Board shall adopt a resolution that provides the date, time, and place of the session and, if appropriate, a statement that all or part of the meeting will be conducted in closed session.
4. Closed sessions may be called by the president or the superintendent at any time. However, the Board must take a public vote to go into closed session and must give public notice of the meeting by providing notice of the date, time, and place of the meeting, as required by the *Maryland Open Meetings Act*. If an emergency session is required, the Board must give notice of the session and take a public vote to go into closed session. The presiding officer shall conduct a recorded vote on the closing of the meeting and shall make a written statement setting

out the reason for closing the meeting, the specific provision of the *Maryland Open Meetings Act* that allows the meeting to be closed, and the topics to be discussed during the closed session.

5. It is the responsibility of all Board members to monitor the topics discussed in closed session to ensure that the topics discussed are appropriate for closed session. All Board members will receive training on the requirements of the *Maryland Open Meetings Act*.
6. Board members and staff are expected to maintain the confidentiality of closed session. The Maryland attorney general has ruled that, although the Board is without power to discipline its members, it is free to adopt a resolution that expresses its disapproval of a member's action in disclosing the contents of a closed session discussion.

\*Legal Reference: Sections 3-903 and 4-107, Education Article, and Section 3-101 et seq., General Provisions Article, Annotated Code of Maryland

## G. Agenda-setting

The Board promotes the interests of schools under its jurisdiction and has control over educational matters that affect Montgomery County. The Board adopts a strategic plan to guide the school system in developing, implementing, and improving educational programs for its students. With the advice of the superintendent, the Board establishes priorities together with specific objectives for the attainment of these priorities. The superintendent and Board members recommend agenda items for Board meetings based on these priorities and by adhering to the following process:

1. Prior to July of each year, the Board receives a master calendar of Board meetings and hearings for the ensuing year.
2. Board staff schedule regular agenda-setting meetings with the Board officers, the superintendent, and designated staff. The following items are discussed at these meetings:
  - a. The agenda for future business meetings and regular work sessions. The superintendent or their designee

advises the Board officers of time requirements for agenda items, the status of major items to be discussed at Board meetings, and the availability of staff to be present for Board discussions.

- b. A list of items to be scheduled for future business meetings and regular work sessions. The superintendent or their designee works with Board officers to identify the status of items to be scheduled and suggests dates for their presentation. Board staff maintain a continuous listing of future agenda items.
- c. Review of future Board meetings. The superintendent or their designee and the Board officers review a calendar of future business meetings, regular work sessions, special business meetings, closed sessions, and public hearings.

After the agenda-setting meeting, copies of draft agendas are sent to members of the Board and administration. Board members are encouraged to share their interests regarding scheduled items to inform staff presentations.

3. The scheduling of any adopted new business item may be determined during the agenda-setting process by the Board officers and the superintendent, with every effort being made to schedule major action items when all Board members can be present.
4. Prior to a Board meeting, with as much advance notice as possible, Board members who need information or desire staff members to be available to answer questions at the table about an issue should alert Board staff to request that the superintendent answer those questions and/or provide the information needed.
5. After business meetings, regular work sessions, and public hearings, Board staff and administration discuss items that were raised, assign responsibilities for Board member requests for information, and review draft agendas and calendars for future meetings.

## H. Preparation of Meeting Materials

Before every business meeting and regular work session, materials are prepared for Board members and key staff. Materials are not released to the public until after Board members have received them. Board meeting materials normally are available online to the public on the Friday prior to business meetings and regular work sessions. Items that require extensive study should be distributed to Board members in advance of the regular distribution of Board materials to allow sufficient time for review and consideration by Board members. Responses to Board member requests for information during a business meeting or regular work session may be posted upon receipt to the agenda item during which the request was made.

## I. Open Public Meetings and Notice

Meetings of the Board, including its standing committees, are open to the public, except when meetings may be held in closed session under the *Maryland Open Meetings Act* and as otherwise permitted under state law. The public must be provided with adequate notice of the time and location of meetings.

When a meeting is held in open session, the general public is entitled to attend. Under state law, the Board has the authority to adopt and enforce reasonable rules regarding the conduct of persons attending its meetings as well as the videotaping, televising, photographing, broadcasting, or recording of its meetings. Given that the meetings are videotaped and the video equipment must be permitted to operate properly, members of the public may be asked to adjust their signs so as not to block videotaping equipment or block the view of other participants. It is generally preferred that signs be no larger than an 8.5" x 11" sheet of paper. To ensure the safety of all meeting attendees and participants, signs on sticks are not permitted. In addition, if the presiding officer determines that the behavior of an individual is disrupting the meeting, the individual may be removed. Unless it is

determined that the Board, its members, or its agents acted maliciously, they are not liable for having an individual removed from the meeting.

\*Legal Reference: Section 3-903, Educational Article, and Section 3-101 et seq., General Provisions Article, Annotated Code of Maryland

## **J. Protocols for Virtual Participation**

Members of the Board may participate virtually (through audio or video conference) in an in-person meeting of the Board, including any closed session thereof, pursuant to the following protocols:

1. A Board member may participate virtually in the meeting only when a family, work, or other bona fide emergency prevents the Board member from attending the meeting in person. Board members are expected to attend meetings in person; this provision is not to be used as a mechanism for Board members to cease attending meetings in person.
2. A Board member who wishes to participate virtually in the meeting, or for a portion of the meeting, must make their request known to the president and Board staff at least 24 hours prior to the scheduled commencement of the meeting.
3. To comply with the *Maryland Open Meetings Act*, a Board member may participate in the open session of a meeting only if the audio or video is broadcast using technology capable of allowing the virtual Board member to hear and be heard by the attending Board members, staff, public, and media present at such meeting.
4. A Board member who participates in a meeting virtually will be permitted to consider, discuss, and vote upon any matter properly before the Board in the same fashion and with the same effect as if the Board member were physically present at the meeting, and the meeting minutes will reflect the Board member's participation.

5. To avoid either electronic interference or multi-second time delay, a Board member who participates virtually should undertake all efforts to mitigate any noise in their proximity. A Board member who participates in a closed session virtually shall take appropriate steps to situate in a location that ensures that the confidentiality of closed session proceedings can be maintained.

\*Legal Reference: Section 3-101 et seq., General Provisions Article, Annotated Code of Maryland

## **K. Rules of Order**

The Board observes *Robert's Rules of Order, Newly Revised*, as a guide in conducting its meetings, except as provided otherwise, either in this handbook or Board policy. Moreover, the Board is guided by its own rules, state statutes, and Maryland State Department of Education bylaws, which establish the following:

1. A motion is not adopted without the approval of five members, with the exception of personnel matters (arising under Section 6-202 of the Education Article of the Annotated Code of Maryland) on which the student member's vote does not count, in which instance the motion requires the approval of only four members.
2. The Board adopts its agenda at the beginning of the meeting. Times listed on the agenda are intended for guidance only. Unless changed by the Board or the president, the order in which items appear on an agenda will be followed. Any changes in the adopted agenda are made by majority vote or by consensus.
3. A quorum consisting of a majority of the full Board shall be physically and/or virtually present to convene a meeting.
4. An item may be placed on a future business meeting agenda for action through a motion and a second under new business at a regular work session. The requirement that approval of the action subject to the motion



occur at a subsequent meeting may be waived only if all Board members are present and the motion to waive this requirement receives unanimous approval.

5. The rules and regulations governing the operations of the Board (except those required by statute and governing special business meetings and policy issues) may be amended by a majority vote of the Board at any meeting, provided that each member shall have been furnished a copy of the proposed amendment at least one week in advance. *Robert's Rules* states, "Rules protecting absentees or a basic right of the individual member cannot be suspended, even by general consent or a unanimous vote."
6. The chief of staff serves as parliamentarian to the Board.
7. Board members seeking to initiate a resolution for the Board's consideration shall coordinate with the chief of staff to develop a draft for discussion and distribution to the full Board. Following discussion of the draft resolution at a regular work session, a motion and a second are required to move the resolution for action at the subsequent business meeting.

\*Legal Reference: Section 3-903, Education Article and Section 3-101 et seq., General Provisions Article, Annotated Code of Maryland

## **L. Public Comment**

At each business meeting and regular work session, time is set aside for public comments from residents to encourage public participation. The first 20 speakers who sign up for public comments during the designated sign-up process are afforded two minutes each to speak.

The Board is interested in hearing a broad range of perspectives from the community. Accordingly, when the Board receives more requests than the allotted number of testimony slots available, first priority will be given to individuals who have not testified at a Board business meeting or regular work session in the previous 30 calendar days.

Speakers are requested to provide their testimony in advance to the Board Office. While public input on policies, programs, and practices is encouraged, public comments are not the proper avenue to address specific student or employee matters. Comments regarding specific student or employee matters shall be directed to the Board or superintendent, as appropriate, through separate communication.

Public testimony slots that remain available following the closing of the sign-up process may be filled on a first come, first served basis on the day of the meeting by signing in with Board staff no later than 15 minutes prior to the scheduled start time of the open session.

### **M. Association Comment**

In addition to the 20 testimony slots available to the public, separate testimony slots will be reserved at each business meeting and regular work session for a designated representative of each MCPS employee association. Each association representative will be afforded 2 minutes to speak.

### **N. Record of Board Meetings**

The Board maintains records of meetings as follows:

1. Records of the Board's meetings and hearings are retained in the Board Office and accessible online through the Board's website. All Board business meetings, regular work sessions, committee meetings, and public hearings are televised and are available online via webcast.
2. The Board designates the live, recorded, archived video/audio streaming of its meetings to be the Board's official minutes, in accordance with applicable law, for meetings with such recordings. The Board also shall prepare a written summary of the motions made and votes taken at the meeting, which is for informational purposes only. If there is any discrepancy between the recording

and this summary, the recording, which constitutes the minutes of the meeting, shall control. If there is no recording, the written summary shall be designated as the official minutes.

3. Minutes of closed sessions include a list of each item considered, the action taken, and each recorded vote.

\*Legal Reference: Section 3-101 et seq., General Provisions Article, Annotated Code of Maryland



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## SECTION 12:

# BOARD COMMITTEES

### **A. Standing Board Committees**

The Board currently maintains four standing committees. The structure, composition, and assignments to standing committees are developed by the president and approved by the Board at the Annual Organizational Meeting.

#### ***Fiscal Management Committee***

Created by Board resolution as the Audit Committee in September 1980, the Fiscal Management Committee is charged with the following responsibilities:

1. Approving the annual work plan of the Internal Audit Unit.
2. Reviewing the results of state and federal audits of MCPS operations and recommendations of the Montgomery County Office of Legislative Oversight and Inspector General, as needed.
3. Reviewing financial statements provided to the county executive and County Council, as needed.
4. Reviewing issues pertaining to the management and audit of MCPS fiscal, capital, and human resources, including the Operating and Capital Budgets, staffing plans and allocations, and pension and benefit determinations.
5. Reviewing the MCPS Procurement Manual and contracting practices.

#### ***Policy Management Committee***

Created in November 2001 by Board resolution as the Policy Subcommittee, the Policy Management Committee is charged with the following responsibilities:

1. When the need for a new or revised policy is recognized, meeting with appropriate staff to develop a draft policy for Board discussion and tentative action.
2. Monitoring the implementation of policies.
3. Reviewing State Board regulations, as well as relevant enacted state and federal laws, and working with the superintendent to determine any policy or regulatory action that should be taken by the Board.
4. Examining processes and protocols to ensure that the continuous improvement needs and procedures of the Board are addressed.

### ***Strategic Planning Committee***

Created by Board resolution as the Subcommittee on Long-Range Planning in September 1994, the Strategic Planning Committee is charged with the following responsibilities:

1. Providing initial recommendations regarding the strategic direction and priorities of MCPS.
2. Reviewing objectives and goals to measure progress toward achieving the goals outlined in the MCPS Strategic Plan.
3. Developing and recommending legislative strategies to the Board.
4. Strategic communication and outreach.

### ***Committee on Special Populations***

First established as the Special Education Ad Hoc Committee in 2003 and confirmed as a standing committee by Board resolution in September 2017, the Committee on Special Populations is charged with reviewing student outcomes and providing initial recommendations designed to meet the needs of special populations that require the following:

1. Special education services.

2. Gifted and talented instruction.
3. Alternative programs.
4. Emerging Multilingual Learner services and supports.

## **B. Board Committee Meetings**

As the Board deems appropriate, standing and ad hoc committees shall be established by resolution, reflecting their mission and composition. Any committees adopted by Board resolution are governed by the *Maryland Open Meetings Act*. As a result, a quorum of the Board should not be present at any Board committee meeting. The president may appoint ad hoc committees as necessary to accomplish Board business. Such ad hoc committees convened by the president are not subject to the *Maryland Open Meetings Act*.

Committees shall decide on their own meeting schedules and make recommendations and updates to the full Board, as appropriate. The Board shall consider any recommendations from a committee, after having provided the superintendent with the opportunity to make a recommendation or otherwise advise the Board as to its committee recommendation.

## **C. Board Advisory Committees**

The Board is empowered by state law to create citizen advisory committees to advise the Board, facilitate activities and programs in the school system, and recommend possible changes in Board policy. Given that input from advisory committees guides and informs decisions by the Board, members of the Board not otherwise identified as advisory committee members in the advisory committee's enabling resolution should not routinely attend or participate in those meetings.

The Board currently maintains one advisory committee. Authorized by Board resolution in December 2024, the Advisory Committee on Communication and Community Engagement was established to strengthen communication

and engagement between the Board, MCPS, and the community on critical topics. For the 2025–2026 school year, the work of this advisory committee will be focused on boundary studies related to the re-opening of Woodward High School, the opening of Crown High School, and the expansion of Damascus High School.

Moreover, pursuant to law and Board policy, the Board has appointed the Ethics Panel, which interprets Board Policy BBB, *Ethics*, and MCPS Regulation GCA-RA, *Employee Conflict of Interest*; advises individuals subject to the policy as to its application; and reviews financial disclosure statements of Board members and MCPS staff subject to the financial disclosure filing requirements.

In addition, there are advisory committees that report to the superintendent. As provided by their charges, the advisory committees reporting to the Board and to the superintendent present their annual reports to the Board.

\*Legal Reference: Section 4-112, Education Article, Annotated Code of Maryland



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## SECTION 13:

# PUBLIC HEARINGS

The Board schedules public hearings on issues it determines to be of widespread interest and concern. A quorum of the Board is not required to be present for a hearing to be conducted. In addition to special public hearings, the Board holds hearings on its annual operating budget, proposed Capital Improvement Program (CIP), and school boundaries as necessary. Public hearings for the proposed Capital Budget, CIP, and boundaries are governed by Board Policy FAA, *Educational Facilities Planning*.

General guidelines for public hearings are as follows:

1. The subject, date, and opportunities for sign-up for a Public Hearing are typically publicized through the Board's customary communications channels, including being posted on the Board's website and through a release to the news media.
2. The timing, logistics, and schedule for public hearings will be specified by the Board in the hearing notice.
3. An individual signing up to speak may reserve only one space, and only one speaker will be registered for any organization. Individuals and organizations may not cede time to others who have signed up.
4. Speakers are requested to submit their testimony electronically to the Board Office at least 24 hours in advance of the Public Hearing.
5. Generally, public hearings are recorded, televised, and transmitted via webcast.
6. To expedite the hearing, Board members and the superintendent will limit their participation solely to asking questions of the speakers or requesting follow-up information from staff. Copies of follow-up responses to questions raised may be posted on the Board's website.



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## SECTION 14:

# DEVELOPMENT AND APPROVAL PROCESSES

### A. Board Policy

The Board has adopted Board Policy BFA, *Policysetting*, which includes a definition of “policy” and a uniform format for policy development and implementation, including publication, monitoring of implementation, and review. Discussion of a new policy usually takes place over four meetings – one for the Board’s Policy Management Committee to discuss the superintendent’s policy analysis, the second for the Board to take tentative action on the Policy Management Committee’s recommendations, the third for the Policy Management Committee to review public comments on the policy and any additional staff recommendations, and the fourth for the Board to take final action on the policy.

### B. Strategic Plan

The Strategic Plan for MCPS is designed to guide the work of schools and offices for achieving the visionary goals approved by the Board. The Board strives for meaningful public involvement in the development phase of the Strategic Plan and Operating Budget.

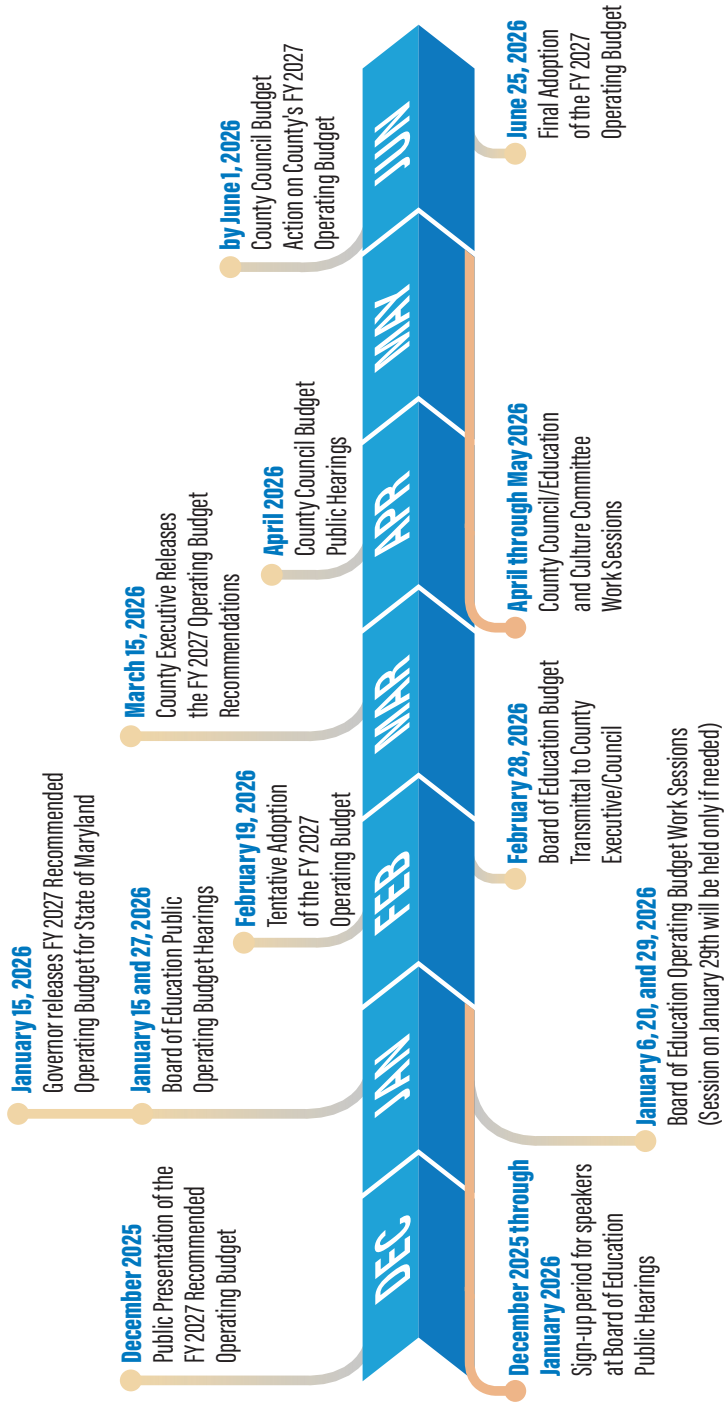
Annually, the Board’s Strategic Planning Committee works with MCPS staff to review and recommend changes to the Strategic Plan. In addition, community forums may be held in which participants are asked to address principal questions to assist the Board in developing or modifying the Strategic Plan. When substantial feedback on a wide range of issues involving the Strategic Plan has been received at the forums, summaries of the comments made at the forums are posted on the MCPS website.

### **C. Operating Budget**

The Operating Budget includes salaries, contractual services, supplies and materials, furniture and equipment, and other funds necessary for the daily operation of the school system. The Operating Budget is developed under the direction of the superintendent, who receives a wide range of input. The superintendent recommends the Operating Budget's adoption to the Board. The Board holds work sessions and public hearings prior to adoption of the Operating Budget to secure additional information on the recommendations of the superintendent. A timeline for approval of the Operating Budget for the 2026–2027 school year is included on the right.

### **D. Capital Budget and Capital Improvements Program (CIP)**

The Capital Budget includes construction and planning funds for new facilities, modernizations and renovations, furniture and equipment associated with these projects, and countywide maintenance efforts. Facilities issues include building utilization, educational program capacity, enrollment projections, boundary changes, and school closings/consolidation. The Capital Budget and Capital Improvements Program (CIP) are developed under the direction of the superintendent, who receives a wide range of input and recommends their adoption to the Board. The Board holds work sessions and public hearings prior to adoption of the Capital Budget and CIP to secure additional information on the recommendations of the superintendent. (See Policy FAA and Regulation FAA-RA, *Educational Facilities Planning*, *Long-Range Educational Facilities Planning*, respectively, for more details.) A timeline for approval of the fiscal year 2027–2032 CIP and Boundary Decisions is included following the Operating Budget Approval Timeline.



# 2026-2027 OPERATING BUDGET APPROVAL TIMELINE



# 2027-2032 CIP AND BOUNDARY DECISIONS APPROVAL TIMELINE

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## SECTION 15:

# PERSONNEL APPOINTMENT PROCEDURES

1. Under state law, it is the responsibility of the superintendent to recommend the appointment of personnel to administrative and supervisory positions. Appointments for senior leadership, principals, and other specified positions are discussed by the Board in closed session prior to being confirmed by majority vote in open session.
2. The superintendent notifies the Board in advance of the transfers of personnel to administrative and supervisory positions.
3. The Board also receives and reviews a monthly personnel report in closed session and takes a public vote on the report. The report contains appointments of administrative and supervisory personnel, teachers and supporting services personnel, terminations for all personnel, and notice of suspension and dismissal actions. In addition, the Board adopts resolutions expressing sympathy on the death of an employee.

\*Legal Reference: Sections 4-103 and 6-201, Education Article, Annotated Code of Maryland





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## SECTION 16:

# APPEALS TO THE BOARD

Appeals to the Board are governed by state law, Board policies, and MCPS regulations, including but not limited to the following:

- *Section 4-205(c) of the Education Article, involving appeals of a decision of the superintendent*
- *Section 6-202 of the Education Article, involving personnel matters*
- *Section 7-305 of the Education Article, involving student discipline*
- *Board Policy BLB, Rules of Procedure in Appeals and Hearings*
- *Board Policy JEB, Early Entrance to Prekindergarten, Kindergarten, and First Grade*
- *MCPS Regulation JEB-RB, Early Entrance to Prekindergarten, Kindergarten, and First Grade*
- *Board Policy JEE, Student Transfers*
- *MCPS Regulation JEE-RA, Student Transfers and Administrative Placements*
- *Board Policy KLA, Responding to Inquiries and Complaints from the Public*
- *MCPS Regulation KLA-RA, Responding to Inquiries and Complaints from the Public.*

Once an appeal has been initiated, it is not appropriate for Board members to discuss the issue with the appellant, the public, or staff. The Board may dismiss appeals that are not received in the Board Office by the appropriate deadline. Once the appeal is properly filed, it may be withdrawn by the appellant or the superintendent may grant the requested relief before the Board adjudicates the appeal. It is expected that Board members will maintain the confidentiality of documents related to the appeal and not discuss

these materials with those who should not be privy to such information.

Generally, matters related to special education and Section 504 of the *Rehabilitation Act of 1973* are not subject to review by the Board, pursuant to Policy BLC, *Procedure for Review and Resolution of Special Education Disputes*, and by mandates of other state and federal laws. Furthermore, complaints concerning the conduct of MCPS personnel shall be directed to the superintendent.

\*Legal Reference: Sections 4-205 (c), 7-305, and 6-202, Education Article, Annotated Code of Maryland

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## SECTION 17:

# NEGOTIATIONS

The Board designates the superintendent as its representative in contract negotiations with the Montgomery County Association of Administrators and Principals (MCAAP/MCBOA), the Montgomery County Education Association (MCEA), and the Service Employees International Union Local 500 (SEIU Local 500). By law, the Board is permitted to meet in closed session to discuss issues related to contract negotiations with the employee organizations. It is expected that Board members will maintain the confidentiality of issues discussed during closed sessions.

\*Legal Reference: Sections 6-406 and 6-507, Education Article, Annotated Code of Maryland



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## SECTION 18:

# BOARD PROFESSIONAL DEVELOPMENT

The Board guides the school system to produce students who graduate globally competitive. To that end, the Board itself is committed to continuous improvement and growth through ongoing professional development that will best position them to effectively govern the school system.

### A. New Member Orientation

Following the election of new members, Board staff, in collaboration with the Board officers, provides for an orientation to the Board's operations, policies, and processes. In this orientation, information is provided about the functions of the Board Office, the working relationships with the superintendent and MCPS staff, the roles and responsibilities of Board members, and the roles and responsibilities of the superintendent. New Board members are encouraged to attend the orientation sessions organized by the Maryland Association of Boards of Education (MABE). Newly elected members are informed that they must file financial disclosure statements annually with the Ethics Panel.

### B. Maryland Association of Boards of Education Training Opportunities

Founded in 1957, the Maryland Association of Boards of Education is a private, nonprofit organization, dedicated to serving and supporting boards of education in Maryland. MABE is a leading advocate for public education in the state. All 24 Maryland boards of education are members of MABE. MABE's goal is to provide the skills and knowledge required for local board members to become effective leaders engaged in governance that promotes excellent public schools for all of Maryland's children. Board members will endeavor to attend MABE sessions on effective Board governance and current educational trends offered through MABE's leadership academy or through its Legal Services Association.

### **C. National School Boards Association Conference**

Founded in 1940, the National School Boards Association (NSBA) represents its state association members and their more than 90,000 local school board members. These local officials govern 13,809 local school districts, serving the nation's 50 million public school students (Source: nsba.org). NSBA sponsors an annual conference that provides local board members with the opportunity to engage in professional development with other educational leaders on critical topics, including boardsmanship, educational reform, technological initiatives, and alternative forms of governance. It is the goal of the Board to foster continuous improvement among its members and to have members attend the conference for their own professional growth and development. The Board also is an active member of NSBA's Council of Urban Boards of Education (CUBE), which was established in 1967 to address the unique needs of the nation's local school board members serving in urban areas.

### **D. Association Memberships**

The Board maintains membership in state and national school board associations, as well as educational associations. The Board determines which, if any, state and/or national affiliations it wishes to add or maintain. Current organizational memberships include the Maryland Association of Boards of Education, the Legal Services Association, and the National School Boards Association.

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## SECTION 19:

# BOARD CORRESPONDENCE

### A. Board Correspondence Procedure

The Board Office maintains logs of incoming and outgoing correspondence to and from the Board.

1. Generally, incoming correspondence is available to all members of the Board and the superintendent. Board staff determine whether correspondence requires a response and, if a response is required, assigns a due date for the preparation of the reply and directs the correspondence to the appropriate staff member.
2. Petitions are provided to Board members in updates received from Board staff. Individual Board members have the option of responding directly to correspondence addressed to the Board or the individual member; however, that correspondence must clearly reflect that the views expressed therein are those of the individual member and not necessarily those of the entire Board.
3. Generally, incoming and outgoing memoranda to the Board are distributed to all Board members, the superintendent, and appropriate staff. The superintendent assigns the responsibility of preparing replies to Board memoranda and follows up to make sure a timely response is prepared. Exceptions are confidential memoranda, which may have expressly limited distribution. Board members and staff are expected to maintain the confidentiality of such memoranda.

### B. Public Access to Correspondence and Memoranda

1. It is the practice of the Board to facilitate and allow access to its public records related to written communications. Except as otherwise provided by law or herein, written communications between the superintendent or any other MCPS employee and the Board are available

for inspection by members of the public. However, all written communications between the superintendent or any other MCPS employee and the Board that contain confidential opinions, legal advice, or deliberations that may assist the Board in exercising its decision-making function, shall not be made available to the public so as to preserve the integrity of and promote candor in the decision-making process. Such documents shall be marked CONFIDENTIAL and maintained by the Board in a manner to preserve such confidentiality.

Examples of documents that generally will not be made available by the Board to any member of the public pursuant to this section include, but are not limited to, documents containing confidential commercial information; confidential financial information; the home address or home telephone number of an MCPS employee; personnel records of any MCPS employee; or the home address, home telephone number, biography, family, physiology, religion, academic achievement, or physical or mental ability of an MCPS student.

2. All correspondence addressed to the Board, the president, or Board members that are received in connection with the transaction of public business are available for public inspection at reasonable times, unless they meet one of the criteria for denial in the *Maryland Public Information Act*.
3. The superintendent is the official custodian of the records with the authority to delegate this responsibility.
4. The requestor of records may be charged fees to cover the cost of searching, preparing, or photocopying a public record.
5. If the request for records is denied, the reasons must be consistent with the *Maryland Public Information Act*, subject to review by the Circuit Court of Montgomery County.

\*Legal Reference: Section 4-101 et seq., General Provisions Article, Annotated Code of Maryland



### **C. Email / Electronic Communications**

Board members shall utilize their Board-issued email accounts for all official Board business communications. It is the expectation that Board members sign on to the official email regularly. All electronic communications are subject to the *Maryland Public Information Act*, and must be disclosed when requested by members of the public, except as otherwise provided by law. Board members shall not use electronic communications in any way that would violate the *Maryland Open Meetings Act* or conflict with rulings of the Maryland Open Meetings Compliance Board, which generally prohibit any form of simultaneous or concurrent communication among a quorum of the Board on email or by other forms of electronic communication. All email sent to the Board group email address will be processed by Board staff for response and/or follow-up, as appropriate. All electronic communication correspondence is expected to be respectful, cordial, and civil and adhere to the Culture of Respect Compact. Furthermore, email/electronic communications should not disclose identifiable student information (even without a name) without the written permission of a parent (or of a student, if 18 or older) and should not disclose personnel records information without consent of the employee.

\*Legal Reference: Section 3-101 et seq., and Section 4-101 et seq., General Provisions Article, Annotated Code of Maryland



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## SECTION 20:

# BOARD MEMBER COMPENSATION AND EXPENSE STANDARDS

The compensation that Board members receive is set in Section 3-902 of the Education Article. Elected members receive an annual compensation of \$25,000 and the president receives an additional \$4,000. The student member receives compensation in the form of a scholarship, stipend, or combination of the two. In addition to their annual compensation, Board members may be reimbursed for expenses directly related to official Board business. Board members conducting official business must exercise due care and prudence in incurring expenses, which shall not be lavish or extravagant.

## A. Reimbursement of Expenses

A Board member may be reimbursed for expenses directly related to official Board business as follows:

- 1. Preapproval process.** In all circumstances where these guidelines require preapproval, the following procedures shall apply. The Board member shall submit a written request sufficiently in advance that it may be reviewed and approved in writing by both the chief of staff and the vice president, who will consider the cost of the expenditure, budgetary constraints as well as whether the expenditure is necessary to promote the Board's priorities and is aligned with the work of the Board. The president and the chief of staff shall provide preapproval of expenditures by the vice president. In the event that preapproval for the same event or meeting is sought by both Board officers, the chair of the Fiscal Management Committee and the chief of staff will make the preapproval determination. In the event that an expenditure is denied through the preapproval process, the Board member may follow the dispute resolution process, as outlined in Section D below.

## 2. Nonlocal Travel to Meetings and Conferences

- a. Nonlocal travel is defined as official Board business outside of Montgomery County.
- b. Each year, the Board shall establish a list of nonlocal meetings and conferences that Board members shall be encouraged to attend for professional development purposes, using the same process specified in item 4, Attendance at Local Ticketed Events, below for ticketed events. This list of preapproved, nonlocal travel shall include the annual conferences sponsored by the Maryland Association of Boards of Education (MABE) and the National School Boards Association (NSBA) as well as education-related statewide or national task forces or committees on which individual members serve. Recognizing that it may not be feasible to identify all the nonlocal meetings and conferences that would be appropriate for Board members to attend, Board members who wish to attend other nonlocal conferences or meetings not previously identified must obtain preapproval for any reimbursable expenditures, including mileage.
- c. Whenever possible, travel plans shall be made in advance to take advantage of favorable rates.
- d. All expenditures for lodging require preapproval in accordance with Section 1 above. In addition, if the anticipated cost of lodging exceeds the published federal General Services Administration daily per diem rate for the city in which the Board business is conducted, preapproval from the Division of Controller is also required.
- e. Lodging that is within a 50-mile radius of the Board Office (e.g., in Baltimore, Annapolis, or Washington, D.C.) shall not be approved, absent exigent circumstances (e.g., inclement weather or other safety-related conditions).

- f. Car rentals also require preapproval and shall be authorized only where such rentals will be cheaper or more efficient than other modes of transportation.
- g. For preapproved, nonlocal travel, Board members may receive reimbursement for the following reasonable and proper costs:
- Transportation, such as parking, tolls, taxis, bus or subway fare, and air or train fare at a reasonable coach rate
  - Preapproved car rentals
  - Preapproved hotel stays
  - Meals, subject to per diem rates referenced below
  - Preapproved registration fees
  - Incidental expenses, such as hotel Internet and airline baggage charges.
- h. The following items shall not be considered reimbursable expenses:
- Room service
  - In-flight Internet
  - In-room movies
  - Hotel mini-bars
  - Laundry and valet services
  - Membership fees for airline, frequent flier, hotel, or health clubs
  - Snacks and refreshments not associated with a business meal
  - Incremental costs of double over single occupancy rates
  - Pet care
  - Hotel charges associated with cancellation where reasonably prudent actions were not taken to avoid such charges

- Flight or travel insurance
  - Loss of personal funds and property
  - Parking tickets or traffic violations
  - Clothing/personal items
  - First-class airline, train, or other travel tickets or upgrades
  - Child-care expenses
  - Spouse or guest expenses.
- i. Board members on approved overnight travel shall receive the published federal General Services Administration daily per diem rate for the continental United States (CONUS) for meals and incidentals for the dates of travel for the city where the conference, convention, or other Board business is conducted.
  - j. In the event that a meal is included as a part of a conference or registered event fee, Board members are not entitled to receive the published per diem rate for that meal.
  - k. Cash advances not to exceed the per diem allowance may be authorized by the president on a case-by-case basis, for good cause shown, 30 days in advance of travel.
3. **Local Travel.** Eligible expenses incurred while conducting Board business locally shall be paid by the Board member and then reimbursed, as long as proper documentation is provided. With the exception of the two regular business meetings each month, Board members may be reimbursed for automobile mileage for local travel within Montgomery County to hearings, meetings, preapproved ticketed events, and other non-partisan events related to official Board business (such as education-related events sponsored by community organizations or events relating to constituent services,

intergovernmental relations, or MCPS), using the mileage reimbursement rates published by MCPS. (It should be noted that the exception for the mileage reimbursement for attending the two regular business meetings each month does not apply to the student member, who may receive such reimbursement.) Board members also may be reimbursed for necessary parking, tolls, taxis, and bus or subway fare for events and meetings within Montgomery County. Toll costs associated with travel on the Intercounty Connector are not reimbursable.

#### **4. Attendance at Local Ticketed Events**

- a. At the beginning of each school year, the Board officers shall be responsible for developing a list of local ticketed community and nonpartisan events, for review and approval by the full Board, which all Board members would be encouraged to attend in keeping with their roles and responsibilities. These events would be identified as preapproved for any Board member who is able to participate.
- b. There also may be instances where the Board wishes to designate a limited number of representatives to attend an event on behalf of the full Board rather than approving all members to attend. In those instances, approval for reimbursement will be granted on a case-by-case basis, consistent with the pre-approval process outlined in this section, to individual Board members who express interest, after careful consideration of cost and budgetary constraints and with consideration being given to ensure equitable and rotating representation.
- c. In all other instances, should an individual Board member wish to attend any other local community or nonpartisan event, they must seek advance approval on a case-by-case basis consistent with the preapproval process outlined in this section.

- d. Ticket costs for Board members to attend retirement celebrations for MCPS staff are not eligible for payment or reimbursement.
- e. Whenever feasible, the costs of tickets to preapproved ticketed events must be processed by the Board Office. Costs for parking and travel-related expenses associated with preapproved ticketed events are reimbursable.

## 5. Local Meals

- a. Unless preapproved, Board members shall not be reimbursed for meal expenses for other individuals with whom they meet, such as elected leaders, MCPS staff, or constituents.
- b. Board members may be reimbursed for actual expenses for their own meals at meetings or events directly related to official Board business, subject to the rate caps set forth by CONUS.
- c. To be reimbursed for meals, Board members must complete and submit a request for reimbursement form, accompanied by an original or verified copy of the itemized receipt. The request for reimbursement form shall include the following information: names of meeting participants, the purpose of the meeting, and, for local meals, a justification for why the meeting could not occur at the Board Office. Failure to submit an itemized receipt may be cause for denying reimbursement.
- d. Board members may seek reimbursement for their own meals between Board meetings and other events related to official Board business, if it is not feasible, prudent, nor cost-effective to return home in the interim. Meals before or after a Board meeting or event, or en route to or from a meeting or event, are not reimbursable.



## 6. Home office

- a. Board members will be provided with a cellular phone, computer equipment, and other equipment appropriate for a home office. If equipment is purchased by MCPS for use by a Board member, that equipment is the property of MCPS and reverts to MCPS at the conclusion of the member's term of office. Once equipment funds budgeted for the Board are expended, only the Board officers may authorize additional purchases.
- b. Subscriptions to professional publications, supplies, postage, and other materials necessary to support Board members in discharging their responsibilities are reimbursable.
- c. Supplies and equipment should be handled through the Board Office.

7. **Documentation.** All requests for reimbursements or other expense forms must be clearly documented with original itemized receipts. Board members may not be reimbursed for the purchase of alcohol or cigarettes. In the event that the Board pays expenses for spouses and/or family members who accompany Board members on travel or to events, the Board shall be reimbursed promptly for such expenses.

8. **Board Staff and Board Office Operating Expenses.** Expenses related to the operation of the Board as an entity shall be expended at the discretion of the chief of staff, in consultation with the Board officers. Board staff may be issued purchase cards for expenses related to the regular operation of the Board business, including, but not limited to, facilitating efficiencies in making airline or hotel reservations for their own or Board members' travel related to their official duties. Board staff shall be subject to the expense standards that apply to Board members.

9. **Judgment and Reasonableness.** The objective of these guidelines is to set appropriate standards for Board member and Board staff expenditures. Recognizing that these guidelines cannot capture all possible appropriate expenditures, the Board reserves the right to authorize reasonable expenditures and reimbursements that involve extenuating circumstances beyond those contemplated in these guidelines. If such a situation arises, Board members should use good business judgment. When possible, the Board member should advise the president of such circumstances in advance of the expenditure.

## B. Procedures

Procedures for processing monthly requests for reimbursement and other expense forms are as follows:

1. Expense forms should be submitted to the Board Office no later than 10 business days after the end of the month for which reimbursement is requested (e.g., for expenses incurred in July, forms must be submitted by the 10th business day in August).
2. Board staff shall process and review expense forms for technical completeness.
3. Expense forms shall be approved and signed by the chief of staff and the vice president. The president is responsible for reviewing and approving expense forms submitted by the vice president.
4. Should a question arise as to whether an expense is covered under these provisions, the matter shall follow the process outlined under Dispute Resolution Process, in Section D below.
5. Concerns about Board member expenses may be referred to the Ethics Panel, pursuant to Board Policy BBB, *Ethics*, provided such concerns fall within the jurisdiction of the Panel.

### **C. Oversight and Training**

1. The Board's Fiscal Management Committee shall review, on a semiannual basis, summary reports on the status of expenditures by Board members and the Board Office.
2. The Board's Fiscal Management Committee shall present information about its review of the summary reports to the full Board, as an item of information, during a regularly scheduled Board business meeting.
3. An external audit of expenditures by Board members shall be conducted annually.
4. Newly elected Board members shall receive training on these expense standards, and additional training for all Board members and Board staff should occur as necessary and appropriate.

### **D. Dispute Resolution Process**

1. Should a question arise as to whether an expense is permitted under these guidelines, the matter shall be referred to the president for a ruling. In the case of the president, the matter shall be referred to the chair of the Fiscal Management Committee for a ruling.
2. In the event of an unfavorable ruling, the Board member may refer the matter to the full Board for a final ruling.
3. Five votes shall be required to proceed with any course of action.

\*Legal Reference: Sections 3-902 and 4-107, Education Article, Annotated Code of Maryland



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## SECTION 21:

# GRADUATIONS

Board members typically attend and officiate at a number of high school graduations, which are proportionate for each member of the Board. Board staff work with the superintendent to develop the protocols that principals are to follow during the commencement ceremony. These protocols should be reviewed and distributed annually with the commencement schedule. By tradition, Board members certify the graduation of students from high school by the following statement:

By virtue of the authority vested in the Board of Education of Montgomery County under the laws of the state of Maryland, I do now award diplomas or certificates evidencing the satisfactory completion of prescribed courses of study to the students of \_\_\_\_\_ High School who are recommended for graduation by the faculty of this school. In receiving this diploma or certificate, each of you is entitled to all of the privileges and honors accorded graduates of a high school accredited by the Maryland State Department of Education.



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**APPENDIX A:****ELECTED MEMBERS OF THE MONTGOMERY  
COUNTY BOARD OF EDUCATION**

<b>Member</b>	<b>Term</b>
William F. Bullis	1953–1959
Harrison King	1953–1959
Wayne Birdsell	1955–1959
Rose C. Kramer	1955–1960
Lathrop E. Smith	1955–1959
Harold Briemyer	1959–1962
Paul C. Howard	1959–1962
Robert E. Morrow	1959–1962
William R. Thomas III	1959–1962
Lucy Keker	1960–1968
Lucille Maurer	1960–1968
Clifford K. Beck	1960–1968
Charles W. Bell	1962–1966
William E. Coyle	1962–1966
William I. Saunders	1962–1966
Everett H. Woodward	1962–1966
Rosemary Hilberg	1966–1974
William Freienmuth	1966–1970
Charles Saunders, Jr.	1966–1970
Laurence Wyatt	1966–1970
Marilyn Allen	1968–1976
Thomas Israel	1968–1976
William Colman	1968–1972
Dr. John Aird	1970–1974

Thomas B. Cook	1970–1974
James Daugherty	1970–1974
Harriet Bernstein	1972–1976
Roscoe Nix	1974–1978
Herbert Benington	1974–1978
Verna Fletcher	1974–1978
Elizabeth Spencer	1974–1982
Dr. Marian Greenblatt	1976–1984
Dr. Daryl Shaw	1976–1980
Blair Ewing	1976–1998
Joseph Barse	1978–1982
Eleanor Zappone	1978–1982
Carol Wallace	1978–1982
Suzanne Peyser	1980–1984
Richard Claypoole <sup>≠</sup>	1982
Dr. Robert Shoenberg	1982–1990
Odessa Shannon	1982–1984
Marilyn Praisner	1982–1990
Dr. James Cronin	1982–1990
Peggy Slye	1984–1988
Dr. Jeremiah Floyd <sup>≠</sup>	1984–1986
Sharon DiFonzo	1984–1992
Bruce Goldensohn	1986–1990
Vicki Rafel <sup>≠</sup>	1988
Catherine Hobbs	1988–1992
Francis Brenneman	1990–1994
Carol Fanconi	1990–1994
Dr. Alan Cheung	1990–1998

<sup>≠</sup> Appointed to fill a vacancy



Ana Sol Gutierrez	1990–1998
Stephen Abrams	1992–1996
Beatrice B. Gordon	1992–2000
Nancy King	1994–2002
Reginald Felton	1994–2004
Mona Signer	1996–2000
Stephen Abrams	1998–2002
Patricia O’Neill	1998–2021
Kermit Burnett <sup>≠</sup>	1998–2004
Sharon Cox	2000–2008
Walter Lange	2000–2004
Charles Haughey	2002–2006
Gabriel Romero	2002–2006
Henry Lee <sup>≠</sup>	2004
Stephen Abrams	2004–2008
Valerie Ervin	2004–2006
Nancy Navarro	2004–2009
Christopher Barclay <sup>≠</sup>	2006–2016
Dr. Judith Docca	2006–2022
Shirley Brandman	2006–2014
Laura Berthiaume	2008–2012
Philip Kauffman	2008–2016
Michael Durso <sup>≠</sup>	2009–2018
Rebecca Smondrowski	2012–2024
Jill Ortman–Fouse	2014–2018
Jeanette E. Dixon	2016–2020
Shebra L. Evans	2016–2024
Karla Silvestre	2018–Present

<sup>≠</sup> Appointed to fill a vacancy

Brenda Wolff	2018–Present
Lynne Harris	2020–2024
Scott Joftus ≠	2021–2022
Grace Rivera-Oven	2022–Present
Julie Yang	2022–Present
Rita Montoya	2024–Present
Laura Stewart	2024–Present
Natalie Zimmerman	2024–Present

≠ Appointed to fill a vacancy

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**APPENDIX B:****STUDENT MEMBERS OF  
THE MONTGOMERY COUNTY  
BOARD OF EDUCATION**

<b>Member</b>	<b>School</b>	<b>Term</b>
David Naimon	Northwood High School	1978–1979
Jonathan Paul	Winston Churchill High School	1979–1980
Traci Williams	Walt Whitman High School	1980–1981
Jonathan Lipson	Walt Whitman High School	1981–1982
Kurt Hirsch	Walt Whitman High School	1982–1983
Peter Robertson	Charles W. Woodward High School	1983–1984
Jacque Duby	Springbrook High School	1984–1985
John Foubert	Montgomery Blair High School	1985–1986
Eric Steinberg	Walt Whitman High School	1986–1987
Andrew Herscowitz	Winston Churchill High School	1987–1988
Chan Park	Richard Montgomery High School	1988–1989
Alison Serino	Springbrook High School	1989–1990
David Chang	Winston Churchill High School	1990–1991
Shervin Pishevar	Montgomery Blair High School	1991–1992
Jonathan Sims	Richard Montgomery High School	1992–1993
Carrie Baker	Albert Einstein High School	1993–1994
Wendy Converse	Richard Montgomery High School	1994–1995
Charles McCullough	Richard Montgomery High School	1995–1996
Rachel Prager	Walt Whitman High School	1996–1997
Debra Wheat	Damascus High School	1997–1998
Geonard Butler	Springbrook High School	1998–1999
Laura Sampedro	Springbrook High School	1999–2000
Christopher Lloyd	John F. Kennedy High School	2000–2001
Dustin Jeter	Seneca Valley High School	2001–2002
Mihyar Ainifaidy	Springbrook High School	2002–2003
Sagar Sanghvi	Col. Zadok Magruder High School	2003–2005
Sebastian Johnson	Montgomery Blair High School	2005–2006

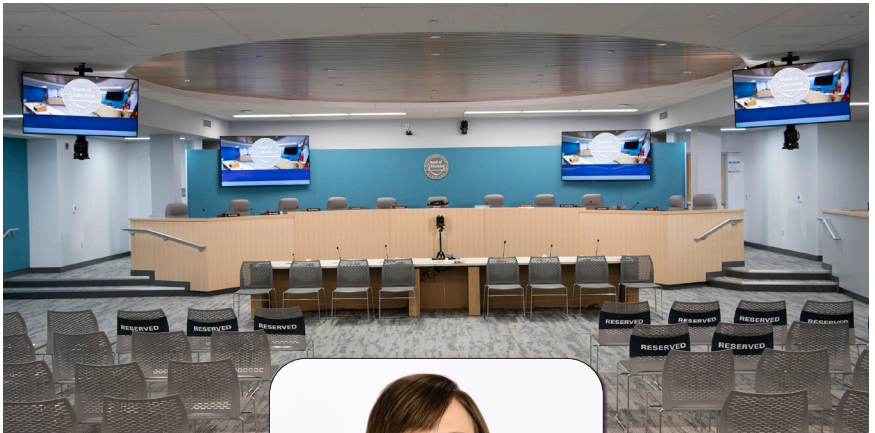
Sarah Horvitz	Springbrook High School	2006–2007
Benjamin Moskowitz	Walter Johnson High School	2007–2008
Quratul-Ann Malik	Watkins Mill High School	2008–2009
Timothy Hwang	Thomas S. Wootton High School	2009–2010
Alan Xie	Richard Montgomery High School	2010–2012
John Mannes	Northwest High School	2012–2013
Justin Kim	Poolesville High School	2013–2014
Dahlia Huh	Clarksburg High School	2014–2015
Eric Guerci	Bethesda-Chevy Chase High School	2015–2017
Matt Post	Sherwood High School	2017–2018
Ananya Tadikonda	Richard Montgomery High School	2018–2019
Nathaniel Tinbite	John F. Kennedy High School	2019–2020
Nicholas Asante	Richard Montgomery High School	2020–2021
Hana O’Looney	Richard Montgomery High School	2021–2022
Arvin Kim	Walt Whitman High School	2022–2023
Sami Saeed	Richard Montgomery High School	2023–2024
Praneel Suvarna	Clarksburg High School	2024–2025
Anuva Maloo	Montgomery Blair High School	2025–2026

## APPENDIX C:

### Patricia B. O'Neill Board of Education Room

In February 2025, the Board of Education approved the designation of its regular meeting space as the Patricia B. O'Neill Board of Education Room in honor of Board member Patricia B. (Pat) O'Neill. Mrs. O'Neill devoted her life's work to public education, serving on the Board of Education for 23 years, the longest in Montgomery County history, including for five terms as president and six terms as vice president. Mrs. O'Neill believed strongly in the importance of Board governance work and left a lasting legacy of service with grace, leadership with purpose, and commitment to community.

The Patricia O'Neill Board of Education Room serves as a place for the Board and the Montgomery County community to engage in the work of providing each and every student in MCPS with the education they need to thrive in their future.





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