PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education Upper Marlboro, Maryland

8100
Policy No.

BOARD OF EDUCATION POLICY

INTERNAL BOARD POLICIES

Board of Education Standing Committees and Focus Work Groups

I. STATEMENT

A. The Board of Education of Prince George's County (Board) is committed to providing a transformative educational experience for students, which is anchored by excellence in equity, developing 21st century competencies, and enabling each student's individual intelligence to thrive. To accomplish this, the Board will establish:

1. Standing committees with their respective charges and membership criteria; and

2. Time-specific focus work groups that address issues affecting the academic development of students, system operations, or community engagement.

B. Standing committees and focus work groups are not designed to substitute for the authority of the Board and must avoid any actions, decisions, or behavior that impede the Board's authority.

II. PURPOSE

The purpose of this policy is to set forth guidelines that are required to be followed in the establishment, membership selection, and operations of all of the Board's standing committees, advisory committees, ad hoc committees, and focus work groups. Standing committees, advisory committees, ad hoc committees, and focus work groups formed under this policy must comply with the Open Meetings Act.

III. DEFINITIONS

A. *Ad hoc committee* – A temporary committee that investigates, analyzes, and makes recommendations on a single issue. When an ad hoc committee finishes its work and makes a recommendation, it dissolves itself.

B. *Advisory committee* – A committee that consists of members of the community that studies matters of public concern and makes recommendations on the matter.

C. *Focus work group* – A focus work group is one that consists of Board members assembled for achieving a specific purpose within a specific timeframe. It is advisory in nature. Focus work groups may include content experts and community members who are not Board members.

D. *Presiding officer* – The Chair of a standing committee; or in the Chair's absence, the Vice Chair; or in the absence of both, a member designated by the Chair of the Board.

E. *Standing committee* – A standing committee is one that consists of Board members assembled for an ongoing purpose to facilitate Board decisions. It is advisory in nature.

IV. STANDARDS

A. Standing Committees

1. The Board shall have the following four (4) standing committees:
    a. Academic Achievement;
    b. Audit;
    c. Operations, Budget and Fiscal Affairs;
    d. Policy and Governance; and

2. Standing committee meetings shall be open to the public to the extent required under the Open Meetings Act. If a standing committee meeting is closed to the public, the procedural requirements of the Open Meetings Act shall be followed.

3. Standing Committee Board Member Appointments
    a. Each Board member shall serve on at least one (1) standing committee.
        1) Each standing committee shall have no more than four (4) Board members.
        2) A standing committee quorum shall consist of three (3) Board committee members.
        3) The Student Board member shall serve as a member of any two (2) standing committees.
        4) The Board Chair shall serve as a voting member of one (1) standing committee and shall be an ex officio non-voting member of the remaining standing committees.

    b. The term of standing committee appointments shall start on July 1st. Members may be reappointed to standing committees. However, a Board member may chair a standing committee for only two (2) consecutive years. The Board Chair will make standing committee member assignments annually in June after consultation with members of the Board who will provide a comprehensive ranking of their committee preference(s) no later than June 15. The Board Chair will attempt to assign members to their first or second committee choice. New members joining the Board outside the assignment period shall be assigned by the Board Chair based on preference and/or existing committee vacancies. The Board Chair will also contact the Student Board member, prior to their term on the Board, to select a committee(s) on which to serve.

    c. Any Board member may attend standing committee meetings as an observer. Input from Board members who are not members of the standing committee shall be made with the approval of the standing committee Chair.

B. Standing Committee Officers

1. The Chair and Vice Chair of each standing committee shall be selected by the Board Chair, after consultation with the Board Vice Chair, in June.

2. A Board member may only serve as Chair of one (1) standing committee. The committee Chair shall serve as the presiding officer of the committee, while the committee Vice Chair shall preside in the absence of the committee Chair.

C. Administrative Staff Attendance

1. The Superintendent shall designate one (1) executive staff member to serve as a liaison to each standing committee. The Superintendent/designee shall keep the committee informed of administrative actions and initiatives within its jurisdiction and provide pertinent information needed for the work of the committee.

2. The Director of the Board Office shall designate one
   a. Board Office staff member to support each standing committee. Neither the Superintendent's designee nor the Board Office's assigned staff member shall have voting rights.

D. Meeting Schedule

Each standing committee shall meet at least every other month beginning in August. Each standing committee shall report publicly on its activities through an oral presentation by the committee Chair at Board meetings at least three (3) times per year.

Board Meeting Standing Committee Oral Presentation Schedule

1. Introduction of Committee Members and Committee Charge
   a. September – Operations, Budget, and Fiscal Affairs;
      – Audit
   b. October – Policy and Governance
   c. November – Academic Achievement
2. Progress Report
   a. December – Operations, Budget, and Fiscal Affairs;
   – Audit
   b. January – Policy and Governance
   c. February – Academic Achievement
3. Outcomes and Outputs
   a. March – Operations, Budget, and Fiscal Affairs;
      - Audit
   b. April – Policy and Governance
   c. May – Academic Achievement

E. Purpose of Standing Committees

1. Academic Achievement Committee
   a. The Academic Achievement Committee is charged with working collaboratively to:
      1) Explore and support new ideas, innovations, and policies that will focus on closing academic achievement gaps; improving outcomes in priority schools and with underserved populations; enhancing outcomes for high-performing schools and students to reach higher levels of excellence; and

      2) Attain educational excellence by providing every Prince George's County Public Schools (PGCPS) student with a premier education characterized by innovative, relevant, and accessible learning and development opportunities that build 21st-century competencies. The committee's portfolio shall also include addressing issues involving educational equity

and effective and timely parent and community engagement with the school system.

b. The chair of the Academic Achievement Committee, or their designee, shall serve as the Board's liaison to the Washington Area Boards of Education (WABE).

2. Operations, Budget, and Fiscal Affairs Committee

The Operations, Budget, and Fiscal Affairs Committee is charged, on behalf of the Board, with reviewing issues involving school system operations, budget, and fiscal affairs. The committee is also responsible for reviewing issues pertaining to the management functions in PGCPS, reviewing and providing recommendations regarding fiscal, capital, and human resources, including the Board's operating budget, the Capital Improvement Program, staffing plans, and allocations. A member of this committee shall serve as the Board's liaison to the Minority Based Enterprise (MBE)/County-Based Business (CBB) Advisory Council.

3. Policy and Governance Committee

b. The Policy and Governance Committee is charged with facilitating short and long-range strategic planning for PGCPS and providing oversight of Board policy, and legislative and government matters involving federal, state, county, and municipal governmental agencies and officials. The committee shall ensure that Board governing policies are current, compliant with federal, state, and county laws, and consistent with best practices in public education.

c. Policy recommendations or proposals require Board action and approval and shall be presented in regular Board meeting sessions. Policy recommendations or proposals shall align with the PGCPS vision, mission, and values, as well as applicable federal, state, and local laws.

d. In September of each year, the committee shall develop the legislative platform for the upcoming year for the Board's consideration. The committee shall also review proposed federal, state, and county legislation and recommend positions to the Board. The committee shall monitor the development of Board policies and associated administrative procedures to ensure effective implementation of approved legislation.

e. The chair of the Policy and Governance standing committee, or their designee, shall serve as the Board's liaison to the Maryland Association of Boards of Education (MABE) Legislative Committee.

4. Audit Committee

a. The Audit Committee is charged with ensuring that public funds are spent equitably across all schools in PGCPS.

b. The Audit Committee shall review the financial reporting process, the audit process, the PGPCS system of internal audit, and status reports on recommendations and corrective action items proposed by PGCPS internal audit and external auditors.

c. The Audit Committee shall focus on the following:

1) Prior internal control issues and how they have been resolved;
2) Complex accounting and reporting areas and how management addresses them;
3) Current audits by external or internal audit: and
4) Significant accounting policies, judgments, management estimates, and their impact on the financial statements.

d. The Board's Director of Internal Audit shall attend the meetings of this standing committee.

F. Focus Work Groups

1. A Board member may present a focus work group proposal for consideration by the Board during a public Board meeting. The proposal must be sent to the Board Chair at least ten (10) working days before a scheduled public Board meeting for inclusion in the meeting's agenda. Focus work group proposals shall include:
   a. Charge of the focus work group;
   b. Goals for the focus work group and how the goals relate to the Mission, Vision, and Core Values of the Board;
   c. Recommended focus group members;
   d. Resumés of recommended focus group members who are not Board members; and
   e. A proposed timeline of focus work group activity.

2. Each focus work group shall be approved by the Board during a public Board meeting. Modifications to the approved focus work group charge, membership, and/or timeline must be approved by the Board at a public Board meeting.

3. The focus work group shall provide an interim written progress report to the Board halfway through the term of the group, and a final report upon conclusion of the term at a public Board meeting. The final report shall be presented and discussed at a public Board meeting within 30 calendar days following the completion of the focus work group's task.

4. A focus work group shall be chaired by a Board member. The number of Board members shall be limited to fewer than a Board quorum. Focus work groups may include content experts and community members who are not Board members. Board members may attend focus work group meetings as observers if they are not members of the focus work group. Input from observing Board members must be made to the Chair of the focus work group.

5. The Superintendent shall designate one executive staff member to work with each focus work group. The Superintendent's designee shall keep the focus work group informed of administrative actions and initiatives within its jurisdiction and provide pertinent information needed for the work of the group. Neither the Superintendent's designee nor the Board's assigned staff member shall have voting rights.

6. The Director of the Board Office shall designate a staff member to support each focus work group. The Board Office staff member will take minutes of all meetings and shall maintain a file of approved minutes and other significant focus work group documents. This file shall be maintained in the Board Office and be available upon request to Board members, PGCPS administrative staff, and the general public.

G. Advisory Committees

1. The Advisory Committees established by the Board may include, but are not limited to:
    a. At least one Stakeholder's Advisory Committee to provide community advice and assistance on problems, policies of the Board, or any element of the school system. The Stakeholders Advisory Committee should include parents, teachers, students, and other citizens as members.

    b. At least one Special Education Issues Advisory Committee is to provide advice on enhancing services available to students with disabilities and to advocate for positive changes in special education.

    c. Similar advisory committees may be established for an individual school or a group of schools within a region. Each advisory committee shall be appointed for a specific purpose, and each specific appointment shall be for a specified period and subject to the written acceptance of the appointee.

H. Ad Hoc Committees

1. Each ad hoc committee consists of no more than four (4) Board members who come together to address a specific issue, task, or problem.
    a. Superintendent's Evaluation Ad Hoc Committee
        1) The Superintendent's Evaluation Ad Hoc Committee is charged with developing the format/evaluation instrument and annual performance goals for the Superintendent's annual evaluation in consultation with the Superintendent prior to the beginning of the school year.
        2) The Committee shall present the evaluation instrument and the Superintendent's annual performance goals to the Board for approval at the August Board meeting.
        3) Upon receipt of the Superintendent's plan of action to support goal achievement, the Committee shall review the plan and provide feedback. The plan shall be presented to the Board by September 15th for approval. The Committee shall meet as often as necessary, after the finalization of the evaluation instrument, goals, and Superintendent's plan of action, and conduct a preliminary evaluation of the Superintendent and present it to the Board at the June Executive Board meeting in which the Board will utilize the Committee's preliminary evaluation to formally evaluate, in writing, the performance of the Superintendent.

    b. Board Evaluation Ad Hoc Committee
        1) The Board Evaluation Ad Hoc Committee will develop a Board self-evaluation instrument based on the Board's annual performance goals developed at the professional retreat by the Board.
        2) The Board will set annual performance goals for itself during a professional retreat at the beginning of the school year.
        3) The Committee will present the self-evaluation instrument to the Board for approval no later than the September Board meeting.
        4) Utilizing the Committee's self-evaluation instrument, the Board will conduct the self-evaluation annually at the end of each school year at a

professional retreat and post the results of the self-evaluation on its website within 30 days of the last day of the retreat.

V. IMPLEMENTATION RESPONSIBILITIES

The Superintendent shall designate an executive staff member to attend each standing committee meeting and to work with each focus work group.

VI. REFERENCES

A. Legal
MD. CODE ANN., EDUC. § 3-1004(f)(1) MD. CODE ANN., EDUC. § 4-401
MD. CODE ANN., GP §§ 3-101, et seq.

B. Other Board Policies
Board Policy 8101 – Policy Development

C. Relevant Data Sources

D. Other

VII. HISTORY

Policy adopted	04/09/2019
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