

APPROVED
31-2012

Rockville, Maryland
October 9, 2012

The Board of Education of Montgomery County held a business meeting at the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland, on October 9, 2012, beginning at 9:00 a.m.

Present: Ms. Shirley Brandman, President
in the Chair
Mr. Christopher Barclay
Ms. Laura Berthiaume
Dr. Judy Docca
Mr. Michael Durso
Mr. Philip Kauffman
Mr. John Mannes
Mrs. Patricia O'Neill
Dr. Joshua Starr, Secretary/Treasurer

Absent: None

or () indicates student vote does not count. Four votes needed for adoption.

With a quorum present, the Board of Education met in open session at 9:00 a.m.

RESOLUTION NO. 427-12 Re: **RESOLUTION FOR CLOSED SESSION**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously:

WHEREAS, The Board of Education of Montgomery County is authorized by the *Education Article* and *State Government Article* of the *Annotated Code of Maryland* to conduct certain meetings or portions of its meetings in closed sessions; now therefore be it

Resolved, That the Board of Education of Montgomery County conduct a closed session on October 9, 2012, in Room 120 of the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland, from 9:00 to 10:00 a.m. and 12:00 to approximately 1:00 p.m.; and be it further

Resolved, That the Board receive legal advice as the Board adjudicates appeals, which is a quasi-judicial function outside the purview of the *Open Meetings Act* and as permitted under Section 10-508(a)(7) of the *State Government Article*; and be it further

Resolved, That the superintendent of schools brief the Board on the Monthly Human Resources and Development Report and Appointments, with a subsequent vote in open

session, which is an administrative function outside the purview of the *Open Meetings Act* and, to the extent any individual employee is discussed, as permitted under Section 10-508(a)(1) of the *State Government Article*; and be it further

Resolved, That the superintendent of schools brief the Board on the actions he has taken, and directed staff to take, to improve processes in human resources, which is an administrative function and outside the purview of the *Open Meetings Act*, and be it further

Resolved, That the superintendent of schools provide the Equal Employment Opportunity Quarterly Report to the Board which is an administrative function and outside the purview of the *Open Meetings Act*, and be it further

Resolved, That the meeting continue in closed session until the completion of business.

Re: **OPEN SESSION**

The Board of Education met in closed session from 9:04 to 10:13 a.m. After a break, the Board of Education reconvened in open session at 10:19 a.m.

To view specific sections or the entire meeting, please watch at <http://www.montgomeryschoolsmd.org/boe/meetings/archive/2012/2012-1009.shtm>

Re: **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

RESOLUTION NO. 428-12 Re: **APPROVAL OF THE AGENDA**

On recommendation of the superintendent and on motion of Mr. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve its agenda for October 9, 2012.

RESOLUTION NO. 429-12 Re: **AMERICAN INDIAN HERITAGE DAY AND MONTH**

On recommendation of the superintendent and on motion of Dr. Docca seconded by Mr. Kauffman, the following resolution was adopted unanimously:

WHEREAS, On August 3, 1990, the President declared the month of November as "National American Indian Heritage Month" to recognize, celebrate, and honor the contributions, accomplishments, and sacrifices of American Indians in the United States; and

WHEREAS, American Indians served as the original caretakers of our continent and from generation to generation, have handed down cultural knowledge and rich traditions that continue to thrive in our Native American communities; and

WHEREAS, American Indians have distinguished themselves as inventors; entrepreneurs; protectors and defenders of the homeland; artists; athletes; scholars; and political, civil rights, and spiritual leaders; and

WHEREAS, American Indians have strengthened our communities through education and business development and have successfully opened doors to contribute to a bright future in Montgomery County and our nation; now therefore be it

Resolved, That the Board of Education, on behalf of the superintendent of schools, and the staff members, students, and families of Montgomery County Public Schools hereby declares November to be observed as “American Indian Heritage Month” and to celebrate November 23, 2012, as “American Indian Heritage Day.”

RESOLUTION NO. 430-12 Re: **MONTGOMERY COUNTY PUBLIC
SCHOOLS CHARITY CAMPAIGN**

On recommendation of the superintendent and on motion of Mrs. O’Neill seconded by Dr. Docca, the following resolution was adopted unanimously:

WHEREAS, The needs of others have long motivated the generosity of the employees of Montgomery County Public Schools, who have contributed to charity campaigns organized in collaboration with the Montgomery County Government; and

WHEREAS, This year’s charity campaign, “MCPS Cares,” provides employees the option of contributing to three worthy charities—the Community Foundation for Montgomery County, the Union Community Fund, and the United Way of the National Capital Area; and

WHEREAS, The employee representative organizations—the Montgomery County Association of Administrators and Principals, the Montgomery County Business and Operations Administrators, the Montgomery County Education Association, and the Service Employees International Union Local 500—along with Montgomery County Public Schools, have formed a partnership to provide employees with three organizations through which they may direct their charitable contributions; and

WHEREAS, Last year Montgomery County Public Schools employees contributed more than \$120,000 through the campaign, an especially generous response given the challenging economic times; and

WHEREAS, Montgomery County Public Schools has updated the “MCPS Cares” website to make it easy for employees to locate information about our charity partners and to donate online; now therefore be it

Resolved, That the period of October 22 through November 21, 2012, is hereby designated by the Board of Education of Montgomery County as the period for participation in the Montgomery County Public Schools Charity Campaign; and be it further

Resolved, That all employees of Montgomery County Public Schools are encouraged to demonstrate their continuing charity by donating to this campaign as a reflection of their commitment to addressing the needs of those less fortunate.

RESOLUTION NO. 431-12 Re: **NATIONAL SCHOOL BUS SAFETY WEEK**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously:

WHEREAS, The week of October 22–26, 2012, has been designated as National School Bus Safety Week; and

WHEREAS, The members of the Board of Education and the superintendent of schools implemented a *Ride by the Rules* campaign to ensure each student has a safe, pleasant, and secure ride to and from school; and

WHEREAS, The standards of conduct on the school bus are as important to student achievement as they are in the classroom; and

WHEREAS, Each student riding a school bus should have a safe and secure environment that sets a positive tone for the day to foster a high level of learning and success; now therefore be it

Resolved, That the Board of Education proclaims the week of October 22–26, 2012, as National School Bus Safety Week; and be it further

Resolved, That the Board of Education commits its continued support for the *Ride by the Rules* campaign during National School Bus Safety Week.

Re: **PUBLIC COMMENTS**

The following people commented before the Board of Education:

<u>Person</u>	<u>Topic</u>
Mary Cobbett	Enrollment, B-CC Cluster Coordinator
Lynn King	Enrollment, Rosemary Hills Elementary School
Rafe Petersen	Bethesda-Chevy Chase Middle School #2
Laurie Rosen	Bethesda-Chevy Chase Middle School #2
Steve Singal	Teachers' Salaries

Re: DISCUSSION

Mrs. O'Neill was pleased that people supported the construction of the middle school in the Bethesda-Chevy Chase area.

Re: BOARD/SUPERINTENDENT COMMENTS

Mr. Mannes stated that he attended the opening of the George B. Thomas Learning Academy at Northwest High School, and it is a great program for tutoring students. He attended the Maryland Association of Boards of Education (MABE) conference and he noted the presentation by the state superintendent regarding the common core and assessments. The public needs to know what is happening with future conversations. Finally, there will be a County Council Youth Town Hall on October 10, 2012.

Mr. Kauffman reported that the MABE conference was excellent with a presentation by the state superintendent. Ms. Nancy King (former Board member) was presented with the Willis Award for her work in the Maryland General Assembly. There was an election of officers and Ms. Brandman was elected treasurer, and Dr. Docca was elected to the Board of Directors.

Ms. Berthiaume commented on the bus safe resolution. She reiterated that students riding a school bus should have a safe and secure environment that sets a positive tone for the day to foster a high level of learning and success.

Dr. Docca commented on the George B. Thomas Learning Academy at Watkins Mill High School where more students are taking advantage of tutoring. She mentioned the reunion of the students who attended the high school at Carver Educational Services Center. There is a video showing the history of the school and facility.

Mrs. O'Neill noted bus safety week, and she reported on the critical situation with bus depots without a new site for the maintenance depot with the elimination of the Shady Grove Depot. If a secure site is not obtained there will be tremendous implications, such as parking at high schools would take staff parking spaces, bus driver's cars need parking space, nuisance to the neighbors, cannot lock school buses, and vandalism. Everyone needs to be aware of the pending situation where there is no resolution to date.

Mr. Barclay associated himself with the comments of his colleagues. He raised the issue that the State Board should participate with all LEAs since it is the body that sets policy for everyone with common core to increase student achievement. Mr. Barclay reported on his opportunity to participate in the panel on Education Nation focused on local education and its impact.

Ms. Brandman commented on the opportunity to attend the MABE conference. It is a chance for professional development for those who participate in local governance, advocate for students, and share thoughts and ideas with colleagues.

Dr. Starr stated that he would keep the Board updated on the common core and assessments. The implementation of Race to the Top, common core, student assessment and teacher evaluation implementation are very complex issues. The identification of a bus depot is several years out, and the county executive is committed to work with the school system to find a site.

Dr. Starr continued with information on the National Achievement Semifinalists, State of the Schools presentation on November 12, 2012, Student Town Hall meetings on October 15 and November 14, 2012, Community Days, Montgomery County Historic Class Reunion, and International Walk to School Day.

Re: **UPDATE ON ENROLLMENT AND CAPITAL IMPROVEMENTS PROGRAM**

Dr. Starr invited the following staff to the table: Mr. Bruce Crispell, director, Division of Long-range Planning, Department of Facilities Management and Mr. James Song, director, Department of Facilities Management.

The official Montgomery County Public Schools enrollment will reach nearly 149,000 students this school year. This will represent a one-year increase of almost 2,500 students and an increase of 11,000 students since 2007. Nearly all of the 11,000-student increase since 2007 has occurred at elementary schools, where enrollment has increased by 10,000 students since 2007. Numerous capital projects in the *Approved Fiscal Year (FY) 2013–2018 Capital Improvements Program (CIP)* add substantial amounts of elementary school capacity by 2017. However, even more elementary school capacity will be needed in the future. In addition, in many parts of the county, significant increases in middle and high school enrollments are beginning to occur, and more capacity at several secondary schools will be needed.

Today's update on enrollment and the CIP will provide an overview of demographic trends and the planning issues that result from these trends. This is an amendment year for the *FY 2013–2018 CIP*; therefore, few changes will be recommended when my CIP is released on October 30, 2012. This will be an important year to develop plans and cost estimates for CIP projects that can be added next fall in the *FY 2015–2020 CIP*.

Re: **LUNCH AND CLOSED SESSION**

The Board of Education recessed from 12:32 to 1:30 for lunch and there were no closed session items to discuss.

** Ms. Berthiaume temporarily left the meeting.

RESOLUTION NO. 432-12

Re: **CONTRACTS OF \$25,000 OR MORE**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by

Mr. Barclay, the following resolution was adopted unanimously by members present: #

WHEREAS, Funds have been budgeted for the purchase of equipment, supplies, and contractual services; and

WHEREAS, Funds have been budgeted for the lease/purchase of off-the-lot, new vehicles awarded through Bid No. 0367000079GH, in the amount of \$40,727; and

WHEREAS, The acquisition of off-the-lot, new vehicles through a lease/purchase agreement has been reviewed by legal counsel; now therefore be it

Resolved, That off-the-lot, new vehicles in the amount of \$40,727 be leased/purchased for a five-year term under the Master Lease/Purchase Agreement with Banc of America Public Capital Corporation; and be it further

Resolved, That the proceeds from the aforementioned financing be used to reimburse Montgomery County Public Schools accounts to the extent that such equipment has been or will be acquired before closing; and be it further

Resolved, That the president of the Board of Education and the superintendent of schools be authorized to execute the documents necessary for this transaction; and be it further

Resolved, That having been duly advertised, the following contracts will be awarded to the low bidders meeting specifications as follows:

0367000 079GH	Off-the-Lot, New Vehicles	
	<u>Awardee</u> Criswell Chevrolet, Inc.	\$ 40,727
1001388	Cooperative Purchase of Road Deicing Salt—Extension	
	<u>Awardee</u> Montgomery County Maryland	\$250,000
4047.7	Flooring Materials	
	<u>Awardees</u> B&B Concepts*	\$ 15,016
	Capitol Building Supply	8,830
	Continental Flooring Company	<u>5,455</u>
	Total	\$ 29,301

4081.8	Art Equipment—Extension	
	<u>Awardees</u>	
	AFP Industries, Inc.*	\$ 1,915
	Chesapeake Ceramic Supply. Inc.	7,430
	Dick Blick Company	7,135
	Douron, Inc.*	8,542
	Glover Equipment, Inc.	48,850
	Midwest Technology Products & Service*	42,448
	Pyramid Paper Company	8,420
	Quill Corporation	1,280
	Sheffield Pottery, Inc.	<u>37,138</u>
	Total	\$163,158
4082.6	Science Equipment—Extension	
	<u>Awardees</u>	
	Benz Microscopes Optics Center	\$ 2,200
	Carolina Biological Supply Company	2,800
	Edvotek, Inc.	7,780
	Fisher Science Education	73,280
	Para Scientific Company	12,670
	RSR Electronics, Inc.	5,100
	VWR International	<u>49,000</u>
	Total	\$152,830
7111.4	Automotive Body Shop Paints and Supplies	
	<u>Awardees</u>	
	Keystone Automotive Industries, Inc.	\$ 21,000
	Pro Finishes Plus	<u>30,859</u>
	Total	\$ 51,859
7115.6	Early Childhood Equipment and Supplies—Extension	
	<u>Awardees</u>	
	AFP Industries, Inc.*	\$ 3,325
	Community Products, LLC	68,625
	Kaplan Early Learning Company	31,902
	Nasco 30,516	
	Lakeshore Learning Materials	139,548
	School Specialty, Inc.	132,089
	Wood Etc. Corporation*	<u>14,840</u>
	Total	\$420,845

7125.3	Transportation Services for Montgomery County Public Schools Students—Extension	
	<u>Awardees</u> (See note)	
	Blue Star Group, Inc.	
	Para-Med Medical Transportation, Inc.	
	Regency Cab, Inc.	
	Sun Taxicab Association, Ltd.	
	Total	\$250,000
7143.3	Trash Compactor Truck—Extension	
	<u>Awardee</u>	
	Johnson Truck Center	\$128,557
7202.2	Bulbs for Promethean Board Projectors—Extension	
	<u>Awardee</u>	
	Clinton Learning Solutions, LLC	\$237,000
9061.8	Field Hockey Supplies and Equipment—Extension	
	<u>Awardee</u>	
	Longstreth Sporting Goods, LLC*	\$ 52,702
9063.10	Football Supplies and Equipment—Extension	
	<u>Awardees</u>	
	All American Sports Corporation	\$ 76,800
	Cannon Sports, Inc.*	5,700
	Dixie Sporting Goods	16,000
	Gilman Gear*	8,800
	Hat World, Inc.	18,300
	Marlow Sports, Inc.*	32,000
	Rogers Athletic Company	3,600
	Sports Stop, Inc.	<u>8,800</u>
	Total	\$170,000
9397.3	Fire Alarm, Sprinkler Systems Inspections**	
	<u>Awardee</u>	
	VSC Fire and Security	\$ 350,000
9426.1	Vehicle Oil Changing Services—Extension	

Awardee

WLR Automotive Group, Inc.

\$ 60,000

TOTAL PROCUREMENT CONTRACTS OVER \$25,000

\$2,356,979

* Denotes Minority-, Female-, or Disabled-owned Business

**Planned Life-cycle Asset Replacement (PLAR)

Note: Contract amounts will be based on individual requirements.

RESOLUTION NO. 433-12

Re: **UTILIZATION OF THE FY 2013 PROVISION
FOR FUTURE SUPPORTED PROJECTS**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:#

WHEREAS, The above-noted grants qualify for a transfer of appropriation from the Provision for Future Supported Projects, pursuant to the provisions of County Council Resolution No. 17-444, approved May 24, 2012; and

WHEREAS, The above-noted projects do not require any present or future county funds; and

WHEREAS, Sufficient appropriation is available within the Fiscal Year 2013 Provision for Future Supported Projects to permit the above-noted transfers within state categories; now therefore be it

Resolved, That the superintendent of schools be authorized by the Montgomery County Board of Education to receive and expend \$691,781 within the Fiscal Year 2013 Provision for Future Supported Projects, as specified below:

Project	Amount
Head Start	\$ 115,973
Maryland Model for School Readiness	50,820
Judith P. Hoyer Early Care and Education Enhancement Program* (Gaithersburg Judy Center)	322,000
Judith P. Hoyer Early Care and Education Enhancement Program* (Silver Spring Judy Center)	<u>202,988</u>
Total	\$ 691,781

*Positions

- 2.0 program managers
- .5 parent community coordinator
- .5 secretary

and be it further

Resolved, That a copy of this resolution be sent to the county executive and the County Council.

RESOLUTION NO. 434-12 Re: **RECOMMENDED FY 2013 SUPPLEMENTAL APPROPRIATION TO RECEIVE AND EXPEND TITLE I, PART A FUNDS**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:#

WHEREAS, Montgomery County Public Schools has been notified that it will receive \$24,682,678 for the Fiscal Year 2013 Title I, Part A Program; and

WHEREAS, The Title I, Part A grant award is \$7,267,938 more than the \$17,414,740 budgeted for Fiscal Year 2013; and

WHEREAS, There was uncertainty as to the amount of funding Montgomery County Public Schools would receive, and the grant awards for both Fiscal Year 2012 and Fiscal Year 2013 were received after the operating budgets for those years were developed and approved; and

WHEREAS, After the Fiscal Year 2012 Operating Budget was adopted, Montgomery County Public Schools was able to increase the budget for the Title I Program in the amount of \$2,331,205 using the Provision for Future Supported Projects; and

WHEREAS, An increase of \$4,310,476 over the Fiscal Year 2012 grant award will allow Montgomery County Public Schools to implement the Title I and Extended Learning Opportunities—Summer Adventures in Learning programs in 27 elementary schools in Fiscal Year 2013, including the addition of Rolling Terrace and Capt. James E. Daly elementary schools, provide for full-day Head Start classes at Rolling Terrace Elementary School, and increase per-pupil funds; and

WHEREAS, At the direction of the Maryland State Department of Education, \$2.2 million has been set aside in case sequestration occurs and impacts the Fiscal Year 2013 Operating Budget; now therefore be it

Resolved, That the superintendent of schools be authorized to receive and expend a Fiscal Year 2013 supplemental appropriation of \$7,267,938 from the United States Department of Education via the Maryland State Department of Education to expand the Title I, Part A Program as follows:

Category		Amount
2	Mid-Level Administration	\$ 33,706
3	Instructional Salaries	5,049,831

4	Textbooks and Instructional Supplies	165,945
5	Other Instructional Costs	465,692
12	Fixed Charges	<u>1,552,764</u>
	Total	\$ 7,267,938

and be it further

Resolved, That a copy of this resolution be sent to the county executive and County Council; and
be it further

Resolved, That the county executive be requested to recommend approval of this resolution to the County Council.

RESOLUTION NO. 435-12 Re: **APPOINTMENT OF TRUSTEES TO
MONTGOMERY COUNTY PUBLIC
SCHOOLS RETIREMENT AND PENSION
SYSTEMS TRUST**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:#

WHEREAS, On September 24, 2012, the Board of Education amended the Trust Agreements for Montgomery County Public Schools Retirement and Pension Systems, to authorize the appointment of additional trustees to the Retirement System Trust and the Other Post-Employment Benefits Trust; and

WHEREAS, Staff solicited trustee nominations from the community and the Montgomery County Public Schools Retiree Association; and

WHEREAS, Staff and trustees evaluated the nominations and conducted interviews of candidates; and

WHEREAS, The committee unanimously selected Dr. Joanne Hill, Head of Investment Strategy, ProShare Advisors, LLC, Bethesda, Maryland and Mr. Craig Pernick, Senior Managing Director, Chevy Chase Trust, Bethesda, Maryland, to fill the additional trustee positions; and

WHEREAS, Dr. Hill is qualified to fill the trustee position, having earned a Ph.D. in finance and an M.B.A. from Syracuse University and has more than 25 years of investment industry experience at ProShare Advisors, LLC and Goldman Sachs; and Mr. Pernick is qualified to fill the trustee position, having earned an M.B.A. from Wayne State University and having more than 27 years of investment industry experience at Chevy Chase Trust, R.W. Corby and Co., and Artemis Capital; now therefore be it

Resolved, That Dr. Joanne Hill and Mr. Craig Pernick be appointed to the additional

trustee positions for the Employees' Retirement and Pension Trust and for the Other Post-Employment Benefits Trust for a term ending June 30, 2015.

RESOLUTION NO. 436-12 Re: **OFFICE OF HUMAN RESOURCES AND
DEVELOPMENT MONTHLY REPORT**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Kauffman, the following resolution was adopted unanimously by members present:

WHEREAS, The educators and others who are employed by Montgomery County Public Schools are key partners in the important work and achievements of the school system; now therefore be it

Resolved, That the Board of Education approves the monthly Human Resources and Development Report with its listings identifying new employees, employee resignations, and other employee status updates; and be it further

Resolved, That the members of the Board of Education and the superintendent of schools express their condolences to families of deceased employees; and be it further

Resolved, That this resolution be made a part of the minutes of this meeting.

RESOLUTION NO. 437-12 Re: **DEATH OF MR. TAIBU OTUKOYA, BUS
OPERATOR I, SHADY GROVE SOUTH
TRANSPORTATION DEPOT**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:

WHEREAS, The death on September 6, 2012, of Mr. Taibu Otukoya, bus operator I, Shady Grove South Transportation Depot, Department of Transportation, has deeply saddened the staff, students, and members of the Board of Education; and

WHEREAS, During his 11.3 years with Montgomery County Public Schools, Mr. Otukoya was committed to his students arriving to school in a timely manner, making them prepared for a productive learning day; and

WHEREAS, Mr. Otukoya was a team player and his positive attitude and ability to handle any situation was evident to parents and school staff; now therefore be it

Resolved, That the members of the Board of Education and the superintendent of schools express their sorrow at the death of Mr. Taibu Otukoya and extend deepest sympathy to his family; and be it further

Resolved, That this resolution be made a part of the minutes of this meeting and a copy be forwarded to Mr. Otukoya's family.

RESOLUTION NO. 438-12 Re: **DEATH OF MR. THOMAS N. WALKER,
RADIO BUS OPERATOR, CLARKSBURG
TRANSPORTATION DEPOT**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:

WHEREAS, The death on September 21, 2012, of Mr. Thomas N. Walker, radio bus operator, Clarksburg Transportation Depot, Department of Transportation, has deeply saddened the staff, students, and members of the Board of Education; and

WHEREAS, During his 15.1 years with Montgomery County Public Schools, Mr. Walker handled situations in a professional and confidential manner when he worked with his coworkers, students, and school staff; and

WHEREAS, Mr. Walker was dedicated to ensuring that he met the expectations of supervisors, school staff, students, and parents each day; now therefore be it

Resolved, That the members of the Board of Education and the superintendent of schools express their sorrow at the death of Mr. Thomas N. Walker and extend deepest sympathy to his family; and be it further

Resolved, That this resolution be made a part of the minutes of this meeting and a copy be forwarded to Mr. Walker's family.

RESOLUTION NO. 439-12 Re: **APPOINTMENT**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously by members present:

Resolved, That the following personnel appointment be approved effective October 15, 2012:

Thomas P. Klausung as director of the Department of Management, Budget, and Planning

** Ms. Berthiaume rejoined the meeting at this point.

RESOLUTION NO. 440-12 Re: **APPOINTMENT**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Dr. Docca, the following resolution was adopted unanimously:

Resolved, That the following personnel appointment be approved effective October 10, 2012:

Kecia Addison-Scott as supervisor of Applied Research Unit, Office of Shared Accountability

RESOLUTION NO. 441-12 Re: **FINAL APPROVAL OF THE
COMPREHENSIVE MASTER PLAN**

On recommendation of the superintendent and on motion of Mrs. O'Neill seconded by Dr. Docca, the following resolution was adopted unanimously:

WHEREAS, The Maryland General Assembly enacted Senate Bill 865, *Bridge to Excellence in Public Schools Act of 2002*, on April 4, 2002, and on May 6, 2002, Governor Parris N. Glendening signed the Act into law; and

WHEREAS, The *Bridge to Excellence in Public Schools Act of 2002* requires local school systems to submit annual updates of their five-year Comprehensive Master Plan to the Maryland State Department of Education by October 15 of each year, to include prior-year revenues and expenditures with the annual update; and

WHEREAS, The Montgomery County Public Schools update on the *Bridge to Excellence in Public Schools Act of 2002*—Comprehensive Master Plan fulfills all of the required components, including strategies and supporting documentation; and

WHEREAS, The United States Department of Education granted Maryland a waiver from some of the strictest requirements of the federal *No Child Left Behind Act of 2001*; and

WHEREAS, The 2012 Comprehensive Master Plan has been adjusted to address the expectations of Maryland's new accountability system; now therefore be it

Resolved, That the Board of Education approves Part I and Part II of the Montgomery County Public Schools *Bridge to Excellence in Public Schools Act of 2002*—Comprehensive Master Plan for 2012; and be it further

Resolved, That Montgomery County Public Schools staff submits the Comprehensive Master Plan to the Maryland State Department of Education on or before October 15, 2012, as required by the *Bridge to Excellence in Public Schools Act of 2002*.

Re: **UPDATE ON PROFESSIONAL
DEVELOPMENT PRIORITY**

Dr. Starr invited the following staff to the table: Dr. Rebecca A. Thessin, associate

superintendent, Office of Professional Development and School Support; Ms. Denise M. DeFiore, director, Staff Development Teacher Project Team; and Mrs. Myriam A. Rogers, principal, Francis Scott Key Middle School.

On July 1, 2012, the Office of Professional Development and School Support (OPDSS) was formed within the Office of School Support and Improvement (OSSI) to establish coherence in professional learning experiences across the district and to develop a clear strategy for next steps in this area. The placement of an office focused on improving adult capacity through professional learning within OSSI was intentional; school and district improvement is facilitated through adult learning. In the same manner in which we are asking schools to engage in an ongoing process of improvement, directly connected to opportunities for professional learning, we also are engaging in this process in OSSI. By establishing goals to guide our work, strategies to utilize in supporting schools and offices in working to achieve these goals, and a process by which we regularly analyze our progress toward achievement of these goals, OSSI will seek to engage in its own cycle of ongoing learning in an OSSI PLC throughout the year. Similarly, PLCs have been formed among leadership teams by the deputy superintendent of teaching, learning, and programs and by the chief operating officer as well.

Dr. Rebecca Thessin, associate superintendent of professional development and school support, has been building relationships across the system and assessing the current state of our many professional development efforts to begin the process of developing a district framework for professional learning. Central services and school-based leaders have been engaged in one-on-one and small group discussions with OPDSS staff members to share their perspectives on successes and challenges with the current state of professional development in the district.

The following themes emerged in these discussions:

- Professional development that impacted principals' practice connected learning experiences to their daily work, afforded the opportunity for principals to apply their learning, and then included time for reflection and the development of next steps based on the outcomes.
- Professional development opportunities for administrators must be differentiated based on need.
- The staff development teacher is a key component of effective school-based professional development.
- Resource teachers and assistant principals are in need of more ongoing and systemic learning opportunities to build their capacity to lead.
- Support professionals must be included in school and district professional development plans, particularly instructional supporting services staff members who work with children in classrooms.
- Services and supports must be provided to schools in a coherent and coordinated manner.
- There is a great deal of variation in quality and effectiveness of professional development offerings across MCPS.

These themes are one source of data informing the work of OPDSS this year in the development of a districtwide professional learning framework. During October 2012, four teacher focus groups and two supporting services staff member focus groups will be held to gather input from these groups.

PLCs as the Starting Point

A PLC is an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve (*DuFour, DuFour, Eaker, and Many, 2010*). Stoll and Louis (2007) distinguish that professional learning communities, as distinct from professional communities more broadly, have an agreed-upon objective of improvement. Therefore, PLCs are formed specifically for the purpose of improving student learning (*Roy & Hord, 2006*). By providing teachers with the opportunity to engage in collaborative ongoing learning, they have the opportunity to enhance their capacity to meet every child's needs and to know every child's needs better by discussing them with a team. Schmoker (2004) emphasizes this focus on results in stating, “. . . The moment teachers begin to closely examine their lessons and the results of those lessons, instruction improves and competence increases” (p. 85).

The six research-based characteristics of effective PLCs that are guiding our work in MCPS are:

1. focus on learning and results;
2. shared values and beliefs;
3. supportive and shared leadership;
4. culture of collaboration;
5. collective inquiry and learning; and
6. mutual respect (*DuFour, DuFour, and Eaker, 2008; Hord, 2004; Stoll, Bolam, McMahon, Wallace, & Thomas, 2006; Morrissey, 2000*).

During the April 2012 Superintendent's Administrative and Supervisory Meeting (A&S), timelines for expectations of PLC implementation for elementary schools, secondary schools, and central offices were shared with administrators. In May and June of 2012, all secondary school principals, staff development teachers, and other staff from each school site attended a required three-hour training entitled: “PLC: Developing a Common Understanding.” The team members were then expected to share information about the training with their leadership teams and school staff members. We now are designing continuing professional learning opportunities for administrators at A&S meetings centered around the knowledge and skills that principals identified as essential for PLC work, including a common understanding of characteristics of effective PLCs, coaching and facilitation skills to engage and lead others in PLC work, and specific Curriculum 2.0 collaborative planning tools, as a few examples.

Next Steps in PLC Work

Our PLC work in the 2012–2013 school year is specifically focused on building the capacity of school-based and central services administrators to establish the necessary

structures and conditions for PLC work and to facilitate the work of PLC teams. Beginning in March 2012, a PLC implementation team, including directors and administrative staff across central services, has been meeting regularly to plan for, implement, and lead district administrators' understanding of PLC work. This stakeholder group will continue to work throughout the year to identify resources to support schools in PLC implementation, including the development and administration of a PLC Assessment Tool to gather data on needed supports and the creation of a rubric for schools to use in reflecting on their own PLC practice. In addition to the PLC implementation team, a PLC Advisory Committee comprised of principals, teachers, and supporting services staff members will begin meeting regularly this month to guide the district's PLC work.

It also is clear that principals cannot facilitate the development of effective PLCs alone. Teacher leaders have a critical role in facilitating the learning of teacher teams focused on improvement. These teacher leaders will need to include school-based staff development teachers, resource teachers, content specialists, and team leaders. In planning for the 2013–2014 school year, we will need to explore dedicating more time and resources to growing the capacity of these school-based teacher leaders to lead PLC work in subject and grade level teams. Additionally, we may want to consider ways in which these teacher leaders might further support the work of PLC teams within their subject and grade levels to learn PLC processes and to engage in ongoing work to support school improvement during the school day.

Re: **DISCUSSION**

To listen to the discussion, please access the video at
<http://www.montgomeryschoolsmd.org/boe/meetings/archive/2012/2012-1009.shtm>

RESOLUTION NO. 442-12 Re: **FINAL ACTION, POLICY BBB, *ETHICS***

On motion of the Policy Committee, the following resolution was adopted unanimously:

WHEREAS, Policy BBB, *Ethics*, seeks to promote the highest level of ethical conduct on the part of all persons associated with Montgomery County Public Schools (MCPS) to ensure the highest public confidence in the impartiality and independent judgment of Board of Education members and school employees, and seeks to provide guidance for MCPS personnel concerning ethics-related matters; and

WHEREAS, The draft of Policy BBB, *Ethics*, was tentatively adopted by the Montgomery County Board of Education on February 14, 2012, and was sent out for public comment; and

WHEREAS, The Montgomery County Board of Education has received comments and the Board of Education Policy Committee's recommendations; now therefore be it

Resolved, That the Montgomery County Board of Education adopt Policy BBB, *Ethics*.

Ethics

A. PURPOSE

To promote the highest level of ethical conduct on the part of all persons associated with Montgomery County Public Schools (MCPS), to ensure the highest public confidence in the impartiality and independent judgment of Board of Education (Board) members and school employees, and to provide guidance for MCPS personnel concerning ethics-related matters

B. ISSUE

Chapter 277 of the 2010 Laws of Maryland directs and authorizes local boards of education to adopt appropriate provisions concerning conflicts of interest, financial disclosure, and lobbying to help ensure the highest public confidence in the impartiality and independent judgment of Board members and school employees.

C. DEFINITIONS

Words in this policy have their normal accepted meanings except as set forth below:

1. *Business entity* means any corporation, general or limited partnership, sole proprietorship, joint venture, incorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. Business entity does not include a governmental entity.
2. *Compensation* means any money or thing of value, regardless of form, received or to be received by any individual covered by this policy from an employer for service rendered. For purposes of *section H. (Lobbying Disclosure)* of this policy, if lobbying is only a portion of a person's employment, "compensation" means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.
3. *Doing business with* means having or negotiating a contract that involves the commitment, in a single or combination of transactions, of \$5,000 or more of school system funds during a calendar year, or being subject to the authority of the school system, or being registered as a lobbyist in accordance with *section H. (Lobbying Disclosure)* of this policy.
4. *Employee* means any person employed by the Board, including the superintendent of schools.
5. *Financial interest* means:

- a) Ownership of any interest as the result of which the owner has received within the past 3 years, is presently receiving, or is entitled to receive in the future in excess of \$1,000 annually; or
 - b) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by an official or the spouse of an official.
6. *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. Gift does not include political campaign contributions regulated under Maryland or local law. (See also exemptions in section D.6.d.)
7. *Immediate family* means a spouse and dependent children.
8. *Interest* means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held in whole or in part, jointly or severally, directly or indirectly, at any time during the reporting period. Interest does not include:
- a) An interest held in the capacity of a personal agent, personal representative, agent, custodian, fiduciary, or trustee, unless the holder has an equitable interest in the subject matter;
 - b) An interest in a time or demand deposit in a financial institution;
 - c) An interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed amount of money in a lump sum or for life or some other specified period;
 - d) A common trust fund or a trust which forms part of a pension or profit-sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or
 - e) A college savings plan under the Internal Revenue Code.
9. *Lobbying* means:
- a) Communicating in the presence of a school official with the intent to influence any official action of that official, where \$100 or more is spent during a calendar year for food, entertainment, other gifts, or a series of gifts in furtherance of this activity; or

- b) Engaging in activities having the express purpose of soliciting others to communicate with a school official with the intent to influence that official in the outcome of any official action, where \$300 or more is spent in furtherance of this activity during the calendar year.
- 10. *Lobbyist* means a person required to register and report expenses related to lobbying under section H. of this policy.
 - 11. *Official or school official* means each member of the Board and its employees, including the superintendent of schools.
 - 12. *Panel* means the Board Ethics Panel.
 - 13. *Person* includes an individual or a business entity.
 - 14. *Qualified relative* means a spouse, parent, child, or sibling.
 - 15. *Subject to the authority of* refers to business entities regulated by the Board or subject to significant control or impact by policies of the school system relating to the operations of the entity.

D. CONFLICTS OF INTEREST

- 1. Participation
 - a) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision in the matter, an official may not participate in:
 - (1) Any matter in which, to the knowledge of the official, the official or a qualified relative of the official has an interest; or
 - (2) Any matter in which any of the following is a party:
 - (a) A business entity in which the official has a direct financial interest of which the official may reasonably be expected to know;
 - (b) A business entity for which the official or a qualified relative of the official is an officer, director, trustee, partner, or employee;
 - (c) A business entity for which the official or, to the knowledge of the official, a qualified relative of the

official is negotiating or has any arrangement concerning prospective employment;

- (d) A business entity that is a party to an existing contract with the school official or which, to the knowledge of the official, a qualified relative of the official, if the contract reasonably could be expected to result in a conflict between the private interests of the official and the school system or Board duties of the official;
 - (e) An entity, doing business with the Board or school system, in which a direct financial interest is owned by another entity in which the official has a direct financial interest, if the official may reasonably be expected to know of both direct financial interests; or
 - (f) A business entity that;
 - i) The official knows is a creditor or obligee of the official or a qualified relative of the official with respect to anything of economic value; and
 - ii) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or qualified relative of the official.
- b) An official who is disqualified from participating under section D.1.a) shall disclose the nature and circumstances of the conflict and may participate or act if:
- (1) The disqualification leaves the Board with less than a quorum capable of acting;
 - (2) The disqualified official is required by law to act; or
 - (3) The disqualified official is the only person authorized to act.
- c) The prohibitions of section D.1.a do not apply if participation is allowed by opinion of the Panel.

2. Employment and financial interests

- a) Except as permitted by school system regulation when the interest is disclosed or when the employment does not create a conflict of interest or appearance of a conflict, an official may not:

- (1) Be employed by or have a financial interest in an entity that is:
 - (a) Subject to the authority of the school system or Board; or
 - (b) Negotiating or has a contract with the school system or Board; or
 - (2) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official, affect their usefulness as employees in the school system, make time and/or energy demands that could interfere with their effectiveness in performing their regularly assigned duties, adversely affect their employment status, or would in any way conflict with assigned duties.
- b) This prohibition does not apply to:
- (1) An official whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by school system regulations; or
 - (2) Subject to other provisions of regulation and law, a member of the Board in regard to a financial interest or employment held at the time of the oath of office, if the financial interest or employment was disclosed on the financial disclosure statement filed with the certificate of candidacy for the candidate to be a member of the Board; or
 - (3) Employment or financial interests allowed by opinion of the Panel if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.
3. Post-employment

A former official may not assist or represent any other party other than the Board or school system for compensation in a case, contract, or other specific matter involving the Board or the school system if the matter is one in which the former official significantly participated as an official.
 4. Contingent compensation

An official may not assist or represent a party for contingent compensation in any matter before or involving the Board or the school system.

5. Prestige of office

An official may not intentionally use the prestige of their office or public position for the private gain of that official or the private gain of another. The performance of usual and customary constituent services by a member of the Board without additional compensation does not constitute the use of prestige of office or public position.

6. Gifts

- a) An official may not solicit any gift.
- b) An official may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual lobbyist.
- c) An official may not knowingly accept a gift, directly or indirectly, from a person that the official knows or has reason to know:
 - (1) Is doing business with or seeking to do business with the school system or Board;
 - (2) Is subject to the authority of the school system;
 - (3) Is a lobbyist with respect to a matter within the jurisdiction of the official; or
 - (4) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the school system duties of the official.
- d) Notwithstanding paragraph 6. c) of this subsection, an official may accept:
 - (1) Meals and beverages consumed in the presence of the donor or sponsoring entity;
 - (2) Ceremonial gifts or awards that have insignificant monetary value;
 - (3) An unsolicited gift that does not exceed \$20 in value, or an unsolicited series of gifts not exceeding \$100 in value in a calendar year, or trivial items of informational value;

- (4) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official at a meeting which is given in return for the participation of the official in a panel or speaking engagement at the meeting;
 - (5) Gifts of tickets or free admission extended to members of the Board to attend a charitable, cultural, or political event, if the purpose of the gift or admission is a courtesy or ceremony extended to the Board;
 - (6) A specific gift or class of gifts which the Panel exempts from the operation of this subsection upon a written finding that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the school system or Board and that the gift is purely personal and private in nature;
 - (7) Gifts from a person related by blood or marriage, or any other individual who is a member of the household of the official; or
 - (8) An honorarium for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the school system or Board position of the official.
- e) Paragraph 6.d) above does not apply to gifts:
- (1) That would tend to impair the impartiality and independence of judgment of the official receiving the gift;
 - (2) Of significant value that would give the appearance of impairing the impartiality and independent judgment of the official; or
 - (3) Of significant value that the recipient official believes or has reason to believe is designed to impair the impartiality and independent judgment of the official.

7. Disclosure of confidential information

Other than in the discharge of official duties, an official may not disclose or use confidential information that the official acquired by reason of the official's public position and that is not available to the public for their own economic benefit or that of another person.

8. Procurement

- a) An individual or person that employs an individual who assists the school system or Board in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.
- b) The Panel may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procurement office.

E. FINANCIAL DISCLOSURE STATEMENTS – GENERAL PROVISIONS

1. Public record

- a) The Panel shall maintain all financial disclosure statements filed under this section.
- b) The Panel shall make financial disclosure statements available during normal office hours, for examination and copying by the public subject to reasonable fees and administrative procedures established by the Board.
- c) If an individual examines or copies a financial disclosure statement, the Panel shall record:
 - (1) The name and home address of the individual reviewing or copying the statement; and
 - (2) The name of the person whose financial disclosure statement was examined or copied.
- d) Upon request by the individual whose financial disclosure statement was examined or copied, the Panel shall provide the individual with a copy of the name and home address of the person who reviewed the individual's financial disclosure statement.

2. Retention requirements

The Panel shall retain financial disclosure statements for four years from the date of receipt.

3. Review by Panel

The Panel shall review the financial disclosure statements submitted for compliance with the provisions of this policy and shall notify an individual submitting the statement of any omissions or deficiencies. Evidence of noncompliance shall be pursued by the Panel.

F. FINANCIAL DISCLOSURE STATEMENTS – CERTAIN SCHOOL OFFICIALS AND EMPLOYEES

1. School officials and school employees who have decision-making authority or act as principal advisors to a person with that authority in any of the following capacities, in any fiscal year, shall file a financial disclosure statement as provided in this section:
 - a) making school system or school board policy;
 - b) exercising quasi-judicial, regulatory, licensing, inspecting, or auditing functions;
 - c) preparing, approving, or auditing, or who has the authority to commit the school system to rent, purchase, or lease, any of the following items with an aggregate value of \$100,000 in any fiscal year:
 - (1) Personal service contracts
 - (2) Specifications for materials, supplies, or equipment
 - (3) Requests for proposals or bids
2. Deadline for filing
 - a) The school officials and employees referenced above are required to file a financial disclosure statement on or before April 30 of each year during which they are employed or hold office.
 - b) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office. The statement shall cover the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual, as well as the portion of the current calendar year during which the individual held the office.

3. Contents of Disclosure Statement for Certain School Officials and Employees

The financial disclosure statement shall require the school employee to disclose outside employment, any conflicts of interests, and gifts received during the preceding calendar year from any person or entity that contracts with or is under the authority of the Board or the school system, including the name of the donor of the gift and the approximate retail value at the time of receipts. This statement shall be submitted to the Panel on a form approved by the Panel, under oath or affirmation.

4. An official or employee shall disclose employment and interest that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

G. FINANCIAL DISCLOSURE FORMS – BOARD MEMBERS AND CANDIDATES

1. This section shall apply to all Board members and candidates for the Board, except for the Student Member of the Board.

2. Deadline for filing

- a) Board members shall file financial disclosure statements on or before April 30 of each year for the preceding calendar year with the Panel on a form approved by the Panel, under oath or affirmation.

- b) Candidates to be members of the Board

- (1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be a member of the Board shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

- (2) A candidate to be a member of the Board shall file a statement required under this section:

- (a) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy. This statement may be filed with the Board of Election Supervisors with the certificate of candidacy or with the Panel prior to filing the certificate of candidacy.

- (b) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy, this statement shall be filed with the Panel; and
 - (c) In all other years for which a statement is required, this statement shall be filed on or before April 30 with Panel.
- (3) Failure to file a statement
 - (a) If a candidate fails to file a statement required by this section after written notice is provided by the Board of Election Supervisors at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.
 - (b) The Board of Election Supervisors may not accept any certificate of candidacy unless a statement required under section G. has been filed in proper form.
- (4) Within 30 days of the receipt of a statement required under this section, the Board of Election Supervisors shall forward the statement to the Panel, or the office designated by the Panel or Board.
- c) Appointment to Position

An official who is appointed to fill a vacancy on the Board and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

- d) Resignation of Position

An individual who, other than by reason of death, leaves the Board of Education shall file a statement within 60 days after leaving the office. The statement shall cover the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the

individual, as well as the portion of the current calendar year during which the individual held office.

2. Contents of Financial Disclosure Form for Board Members and Candidates

Board members and candidates must complete a financial disclosure form approved by the Panel, under oath or affirmation disclosing the following interests:

a) Interests in real property

A statement filed under this section shall include a schedule of all interests in real property wherever located. For each interest in real property, the schedule shall include:

- (1) The nature of the property and the location by street address, mailing address, or legal description of the property;
- (2) The nature and extent of the interest held, including any conditions and encumbrances on the interest;
- (3) The date when, the manner in which, and the identity of the person from whom the interest was acquired;
- (4) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
- (5) If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
- (6) The identity of any other person with an interest in the property.

b) Interests in corporations and partnerships

A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation

or partnership does business with the school system or Board. For each interest reported under this paragraph, the schedule shall include:

- (1) The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - (2) The nature and amount of the interest held, including any conditions and encumbrances on the interest;
 - (3) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and if known, the identity of the person to whom the interest was transferred; and
 - (4) With respect to any interest acquired during the reporting period:
 - (a) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - (b) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
 - (c) An individual may satisfy the requirement to report the amount of the interest held under item 2.b)(2) of this paragraph by reporting, instead of a dollar amount:
 - i) For an equity interest in a corporation, the number of shares held and, unless the corporation's, stock is publicly traded, the percentage of equity interest held; or
 - ii) For an equity interest in a partnership, the percentage of equity interest held.
- c) Interests in business entities doing business with the school system or Board

A statement filed under this section shall include a schedule of all interests in any business entity that does business with the school system or Board, other than interests reported under paragraph b) of this subsection. For each interest reported under this paragraph, the schedule shall include:

- (1) The name and address of the principal office of the business entity;
 - (a) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
 - (b) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - (c) With respect to any interest acquired during the reporting period:
 - i) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

d) Gifts

A statement filed under this section shall include a schedule of each gift in excess of \$20 in value, or a series of gifts totaling \$100 or more, received during the calendar year from or on behalf of, directly or indirectly, any one person who does business with the school system or Board. For each gift reported the schedule shall include:

- (1) A description of the nature and value of the gift; and
- (2) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

- e) Employment with or interests in entities doing business with the school system or Board

A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the school system or Board. For each position reported under this paragraph, the schedule shall include:

- (1) The name and address of the principal office of the business entity;
- (2) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
- (3) The name of each school system or Board unit with which the entity is involved as indicated by identifying one or more of the three categories of "doing business," as specified in the Definitions section of this policy.

- f) Indebtedness to entities doing business with the school system or Board

A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the school system or Board owed at any time during the reporting period by the individual or a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability. For each liability reported under this paragraph, the schedule shall include:

- (1) The identity of the person to whom the liability was owed and the date the liability was incurred;
- (2) The amount of the liability owed as of the end of the reporting period;
- (3) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
- (4) The security given, if any, for the liability.

- g) Employment with the school system or Board

A statement filed under this section shall include a schedule of the immediate family members of the Board member or candidate employed by the school system or Board in any capacity at any time during the reporting period.

h) Sources of earned income

(a) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income at any time during the reporting period.

(b) A minor child's employment or business ownership need not be disclosed if the Board or school system does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

i) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

3. For the purposes of sections G 2. (a) (b), and (c) of this policy, the following interests are considered to be the interests of the individual making the statement:

a) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

b) An interest held by a business entity in which the individual held a 30 percent or greater interest at any time during the reporting period.

c) An interest held by a trust or an estate in which, at any time during the reporting periods;

(1) The individual held a reversionary interest or was a beneficiary; or

(2) If a revocable trust, the individual was a settlor.

4. In addition to the financial disclosure provisions set forth in this section, Board members and candidates shall file a statement with the Panel

disclosing any interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by such person, sufficiently in advance of any anticipated action to allow adequate disclosure to the public.

H. LOBBYING DISCLOSURE

1. Any person representing him/herself, a business entity, or an organization who personally appears before the Board, a school official, or employee with the intent to influence that body or individual in the performance of official duties, and who in connection with such intent expends or reasonably expects to expend in excess of \$100 in any calendar year on food, entertainment, or other gift or series of gifts for any member of the Board or a school official shall register with the Ethics Panel within 5 days after first making the appearance.
2. Any person representing him/herself, a business entity, or an organization, who communicates with one or more members of the Board or school employees, or who solicits others to communicate with a school official or employee with the intent to influence that official or employee in the outcome of any official actions, and who incurs expenses of more than \$300 for this purpose in any calendar year, shall register with the Ethics Panel within 5 days after expending these funds.
3. The registration statement shall identify the name and address of the lobbyist and any person on whose behalf he/she acts, and the subject matter which the registrant appeared before the Board or school official. The registration statement shall cover lobbying activities undertaken during the calendar year.
4. Registrants under this section shall file a report within 30 days after the end of any calendar year disclosing the value, date, and nature of any food, entertainment, or other gift provided to a school official. Where the value of a gift exceeds \$20 in value or series of gifts exceeds \$100 in value in the calendar year, the registrant shall disclose the name of the school official to whom it was made.
5. Registrations and reports filed pursuant to this section shall be maintained by the Ethics Panel as public records, available for inspection and copying subject to the conditions specified in Section E. 1. of this policy.
6. The provisions of this section do not apply to the following acts:
 - a) Professional services in advising and rendering opinions to clients as to the construction and effect of proposed or pending Board actions when these services do not otherwise constitute lobbying;

- b) Appearances before the Board upon its specific invitation or request if the person or entity engages in no further or other activities in connection with the passage or defeat of Board actions;
- c) Appearances before an organizational unit of the school system upon the specific invitation or request of the unit if the person or entity engages in no further or other activities in connection with the passage or defeat of school system or Board action;
- d) Appearance as part of the official duties of a duly elected or appointed official or employee of the State or a political subdivision of the State, or of the United States, and not on behalf of any other entity;
- e) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public who does not engage in further or other lobbying that would directly and specifically benefit the economic, business, or professional interests of the person or entity or the employer of the person or entity;
- f) Appearances by an individual before the Board at the specific invitation or request of a registered lobbyist if the person performs no other lobbying act and notifies the Board that the person or entity is testifying at the request of the lobbyist;
- g) Appearances by an individual before the Board or an organizational unit of the school system at the specific invitation or request of a registered lobbyist if the person or entity performs no other lobbying act and notifies the unit that the person or entity is testifying at the request of the lobbyist;
- h) The representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization; and
- i) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity.

I. EXEMPTIONS AND MODIFICATIONS

The Ethics Panel may grant exemptions and modifications to the provisions of Sections D and F of this policy to employees (but not members of the Board) when the Panel determines that application of those provisions is not required to preserve the purposes of this chapter and would:

1. Constitute an unreasonable invasion of privacy;
2. Significantly reduce the availability of qualified persons for public service; and
3. Not be required to preserve the purposes of this policy.

J. ETHICS PANEL

1. There is a Montgomery County Board of Education Ethics Panel which consists of five members appointed by the Board.
2. Terms of members shall be for three years and established so that at least one member's term expires each year.
3. Panel members shall not be incumbent members of the Board, school officials or employees, persons employed by a business entity subject to the authority of the Board, or spouses of such persons.
4. The Panel shall elect a chairman from among its members.
 - a) The term of the chairman is one year.
 - b) The chairman may be reelected.
5. The Panel shall be assisted in carrying out the responsibilities specified in this policy by the ethics officer and the Board which, in consultation with the superintendent of schools, shall see that needed legal, technical, and clerical assistance is provided to the Panel.
6. The Board encourages all persons affected by this policy to seek the advice of the Ethics Panel as to any potential conflict of interest or other matter within the scope of this policy.
7. The Panel is the advisory body responsible for interpreting this policy and advising persons subject to this policy regarding its application.
8. The Panel shall implement a public information and education program regarding the purpose and implementation of this policy.

9. The Panel shall be the custodian of all forms submitted by any person under this policy and shall provide public access to such forms in accordance with this policy.
10. Request for advisory opinion
 - a) Any official, employee, or other person subject to this chapter may request an advisory opinion from the Panel concerning the application of this policy.
 - b) The Panel shall respond promptly to a request for an advisory opinion and shall provide interpretations of this policy within 60 days of the request based on the facts provided or reasonably available to the Panel.
 - c) In accordance with applicable state laws regarding public records, the Panel shall publish or otherwise make available to the public copies of the advisory opinions with the identities of the subjects deleted.
11. Filing a complaint
 - a) Any person may file a complaint with the Panel alleging a violation of any of the provisions of this policy.
 - b) A complaint shall be in writing and under oath.
 - c) The Panel may refer a complaint to legal counsel for the Board or other legal counsel approved by the Board for investigation and review.
 - d) If the Panel determines that there are insufficient facts upon which to base a determination of a violation, the Panel shall dismiss the complaint.
 - e) If there is a reasonable basis for believing a violation has occurred, the subject of the complaint shall be given an opportunity for a hearing which will be conducted by the Panel.
 - (1) A respondent may propose a settlement or cure to the Panel before a hearing.
 - (2) If the Panel determines that the proposed settlement or cure is consistent with the purposes of this policy, the Panel shall recommend that the Board accept the proposed settlement or cure.

- (3) If the Board concurs with the recommendation of the Panel, the Board shall accept the proposed settlement or cure.
- f) The Panel's findings of a violation resulting from the hearing shall include findings of fact and conclusions of law.
- g) The Panel shall report its findings and recommendations for action to the Board.
- h) If the Board concurs with the findings of a violation and recommendations of the Panel, the Board may take enforcement action as provided in this policy.
- i) The Board may dismiss a complaint:
 - (1) On the recommendation of the Panel; or
 - (2) If the Board disagrees with a finding of a violation by the Panel.
- j) After a complaint is filed and until a final determination by the Board, all actions regarding a complaint are confidential. Concurrence by the Board with a finding of a violation by the Panel is public information except as otherwise precluded by law.
- k) If a Board member is the subject of a complaint filed with the Panel, the Board member may not vote or participate in the Board's deliberations on the complaint.

12. Sanctions

- a) A finding that a Board member, school official, or employee has violated these provisions shall constitute grounds for removal from office, discipline, or other personnel action consistent with provisions of the *Annotated Code of Maryland, Education*, or the policies of the Board.
- b) Persons or organizations found in violation of the lobbying provisions of this policy shall be publicly identified and subject to other penalties as provided by law.

K. DESIRED OUTCOME

MCPS will maintain high standards of ethics on a regular and ongoing basis. All those subject to this policy, including administrators, teachers, and support staff

will thoroughly understand and fully adhere to the highest ethical standards. Ethical principles such as honesty, integrity, responsibility, and citizenship will be in the forefront of all activities and promoted to the greatest possible extent with MCPS.

L. IMPLEMENTATION STRATEGIES

The position of ethics officer for MCPS is hereby established. The ethics officer shall report directly to the Board. The ethics officer will support and facilitate the work of the Ethics Panel and provide leadership for implementing all MCPS activities concerning ethics and conflicts of interest.

M. REVIEW AND REPORTING

This policy will be reviewed in accordance with the Board policy review process.

RESOLUTION NO. 443-12 Re: **TENTATIVE ACTION, POLICY DJA, MCPS
PROCUREMENT PRACTICES**

On motion of the Policy Committee, the following resolution was adopted unanimously:

WHEREAS, Policy DJA, *MCPS Procurement Practices*, has been updated to include language from Policy DJB, *Bid Awards*, and reference Maryland law; and

WHEREAS, Given that the title of Policy DJA, *MCPS Procurement Practices*, does not accurately describe the contents of the suggested updated policy, the recommendation is to rename Policy, DJA, *MCPS Procurement Practices and Bid Awards*; and

WHEREAS, The Montgomery County Board of Education Policy Committee has considered and recommended revisions to Policy DJA, *MCPS Procurement Practices*; now therefore be it

Resolved, That the Montgomery County Board of Education take tentative action on Policy DJA, *MCPS Procurement Practices*; and be it further

Resolved, That Policy DJA, *MCPS Procurement Practices*, be sent out for public comment with a notice that the Board of Education will consider rescinding Policy DJB, *Bid Awards*, after incorporating relevant portions of that policy into Policy DJA.

MCPS Procurement Practices and Bid Awards

A. PURPOSE

To recognize the procurement procedures published in the Montgomery County Public Schools (MCPS) *Procurement Manual* and Maryland law, and to establish

limits for advertising bids and obtaining bid approval by the Montgomery County Board of Education (Board)

B. PROCESS AND CONTENT

1. In compliance with Maryland law, MCPS purchases are as follows:
 - a. Any purchase by MCPS exceeding \$25,000, with the exception of books, materials of instruction, and emergency repairs, shall be advertised.
 - b. The superintendent of schools is authorized to award contracts for \$24,999 or less on the basis of quotations and sealed bids.
2. The practice of obtaining bids or quotations from vendors shall be in accordance with the *Procurement Manual*.

C. REVIEW AND REPORTING

1. The Procurement Manual will be reviewed by the Board Fiscal Management Committee.
2. This policy will be reviewed in accordance with the Board policy review process.

Re: **NONSUBSTANTIVE CHANGES TO POLICY
DNA, DISPOSITION OF BOARD OF
EDUCATION PROPERTY**

The Policy Committee withdrew the following resolution until the Policy Committee meets to address Board questions:

WHEREAS, Policy DNA, *Disposition of Board of Education Property*, has been updated to reflect current terminology; and

WHEREAS, The Montgomery County Board of Education has received the Montgomery County Board of Education Policy Committee's recommendation; now therefore be it Resolved, That the Montgomery County Board of Education approve nonsubstantive changes to Policy DNA, *Disposition of Board of Education Property*.

Disposition of Board of Education Property

A. PURPOSE

To provide for the disposal of Montgomery County Board of Education (Board)

property

B. PROCESS AND CONTENT

1. Maryland law governs the disposal of real property by local boards of education.
 - a) Subject to the approval of the state superintendent of schools, local boards of education shall transfer grounds, school sites, or buildings no longer needed for school purposes to the County Council.
 - b) The State Board of Public Works, by rule and regulation, can require that the proceeds from the sale, lease, or disposal of school buildings constructed primarily with state funds after February 1, 1971, be utilized solely as a part of the state funding of future school buildings within the subdivision in which the disposal occurred.
2. Board property will be disposed of as follows:
 - a) Real Property — Buildings and Grounds
 - (1) Disposal

In the event that any Board real property is considered to have no further use for school system purposes, the superintendent of schools shall make a recommendation to the Board for disposition. The recommendation will include the rationale for the proposal, an estimate of the market value of the property, and the identification of the amount and year of state appropriations for construction and/or improvements of buildings on the site.
 - (2) Easements and Rights-of-Way

The granting of easements and rights-of-way requested by other public agencies and utility firms in the public interest shall be by Board action upon the recommendation of the superintendent of schools.
 - b) Other Than Real Property
 - (1) The superintendent of schools will effect the trade-in of other than real property and equipment at the time bids are invited for replacement. The superintendent of schools is

authorized to effect the direct sale of items which have no trade-in value nor significant use to the instructional or support programs.

- (2) Requested authorization for the disposition of obsolete school books by sale or transfer to such agencies as may have use for these books be and it is hereby approved, it being understood that any transfer to an agency would be at no cost to the Board .

C. REVIEW AND REPORTING

This policy will be reviewed in accordance with the Board policy review process.

RESOLUTION NO. 444-12 Re: **FUTURE CLOSED SESSION RESOLUTION**

On recommendation of the superintendent and on motion of Mr. Barclay seconded by Mrs. O'Neill, the following resolution was adopted unanimously:

WHEREAS, The Board of Education of Montgomery County is authorized by the *Education Article* and *State Government Article* of the *Annotated Code of Maryland* to conduct certain meetings or portions of its meetings in closed sessions; now therefore be it

Resolved, That the Board of Education of Montgomery County conduct a closed session on Monday, October 22, 2012, in Room 120 of the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland, to meet from 5:30 to approximately 6:00 p.m.; and be it further

Resolved, That the Board of Education anticipates that the closed session will include a discussion of personnel matters, as permitted under Section 10-508(a)(1) of the *State Government Article* and Section 4-107(d) of the *Education Article*; the review and adjudication of appeals in its quasi-judicial capacity; consultation with counsel to obtain legal advice on those appeals, as permitted under Section 10-508(a)(7) of the *State Government Article*; a discussion of matters constituting an administrative function outside the purview of the *Open Meetings Act* (Section 10-502(b) of the *State Government Article*); and the Board will publish a more detailed Resolution for Closed Session when particular topics for discussion are identified; and be it further

Resolved, That this meeting shall continue in closed session until the completion of business.

RESOLUTION NO. 445-12 Re: **REPORT OF PREVIOUS CLOSED SESSION**

On recommendation of the superintendent and on motion of Mr. Barclay seconded by Mrs. O'Neill, the following resolution was adopted unanimously:

On September 24, 2012, the Board of Education voted unanimously to conduct a closed session as permitted under the *Education Article* Section 4-107(d) and *State Government Article* Section 10-508(a), et seq., of the *Annotated Code of Maryland*.

The Board of Education of Montgomery County met in closed session on September 24, 2012, from 7:00 to 7:50 p.m. in Room 120 of the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland, and:

1. Reviewed the Decisions and Orders in Appeals T-2012-15, T-2012-34, T-2012-51, T-2012-53, T-2012-55, T-2012-57, 2012-6, 2012-17, 2012-18, 2012-20, 2012-21, 2012-22, and 2012-23, as permitted under Section 10-508(a)(7) of the *State Government Article* and in its quasi-judicial capacity outside the purview of the *Open Meetings Act*.
2. Received legal advice and adjudicated the following appeals involving student transfers and early entrance to kindergarten: T-2012-56, T-2012-59, and 2012-27, as permitted under Section 10-508(a)(7) of the *State Government Article* and in its quasi-judicial capacity outside the purview of the *Open Meetings Act*, with a subsequent vote in open session.
3. Received legal advice, discussed pending litigation, and received a briefing on the management of the Board property located at Brickyard Road, as permitted under Sections 10-508(a)(7) and 10-508(a)(8) of the *State Government Article*; and administrative function outside the purview of the *Open Meetings Act*.
4. Received a briefing by the superintendent of schools on an individual candidate for appointment as coordinator, special initiatives, Office of Professional Development and School Support, with a subsequent vote in open session, as permitted under Section 10-508(a)(1) of the *State Government Article*.

In attendance at the 7:00 p.m. closed session were Shirley Brandman, Laura Berthiaume, Judy Docca, Michael Durso, Phil Kauffman, John Mannes, Patricia O'Neill, Suzann King, Glenda Rose, and Patrick Clancy. At 7:25 p.m., the following staff joined the meeting: Larry Bowers, Samantha Cohen, Brian Edwards, Beth Schiavino-Narvaez, Joshua Starr, Kimberly Statham, Dana Tofig, and Kimberly Years.

RESOLUTION NO. 446-12 Re: **MINUTES**

On recommendation of the superintendent and on motion of Mr. Barclay seconded by Mrs. O'Neill, the following resolution was adopted unanimously:

Resolved, That the Board of Education approve its minutes for the following meetings: June 25, July 17, July 30, August 23, and September 11, 2012.

RESOLUTION NO. 447-12 Re: **APPEALS**

On recommendation of the superintendent and on motion of Mr. Barclay seconded by Mrs. O'Neill, the following resolution was adopted unanimously:

WHEREAS, The Board of Education has met in closed session and deliberated on appeals brought before its members acting in its quasi-judicial capacity under Section 10-508(a) of the State Government Article of the Annotated Code of Maryland; now therefore be it

Resolved, That the Board of Education hereby decides the following appeals reflective of the Board members' votes in closed session, the disposition of which will be recorded in the minutes of today's meeting:

<u>Appeal Number</u>	<u>Type</u>	<u>Disposition</u>
T-2012-60	Student Transfer	Affirmed
DCC-2012-61	Student Placement	Affirmed
T-2012-62	Student Transfer	Affirmed

Re: **COMMITTEE UPDATES**

Mrs. O'Neill stated that the Policy Committee was working on the following items:

Policy IGN, Combating Alcohol and Other Drug Abuse

In reviewing this policy, among other things, we added language to emphasize the importance of community partnerships and coordination of community resources on this important issue, articulate enforcement measures and to clarify when the legal use of intoxicants is prohibited by employees. The committee voted to recommend that the Board of Education take tentative action on this policy. When the policy comes to the Board, the committee asked staff to include a list of people who have worked on the policy.

Update on Fees

Staff presented a review of the curricular expenses for students for the 2012-2013 school year. Staff received and reviewed supply lists from 90% of the elementary schools and they were in compliance. All middle and high schools fees were within the guidelines. The committee asked staff to provide us with more information concerning the minimum and maximum approved dollar amounts, the impact of fees on the courses offered, and how may waivers have been granted.

Policy JPD, Emergency Care for Students Experiencing Anaphylaxis

At our last meeting, the Board took action on Policy JPD so I won't repeat the committee's discussion of this policy. Just a reminder that this Policy has a shorter than usual comment period due to the need to enact the Policy quickly to comply with the state law. The Board will take final action on October 22nd.

Policy BBB, Ethics

Earlier today, the Board took final action on this policy so I won't I repeat the committee's discussion of the policy. A communications and training plan is being

worked on and will be rolled out more fully when the conflict of interest regulation is finalized.

Ms. Berthiaume announced that the Committee on Special Populations has been rescheduled and the new date will be announced shortly.

Dr. Docca reported that the Communications and Public Engagement Committee met on September 27 regarding the following items:

Discussion with Carol Walsh, Executive Director, Collaboration Council

Ms. Walsh discussed the mission of the Council and gave us a brief description of some of their wonderful programs, such as InfoMontgomery, Excel Beyond the Bell, Credentialed by 26 Challenge, and Pathway to Services. We discussed ways the two organizations may collaborate for the benefit of our students.

Update concerning Community Conversation Event

The Board of Education will be holding a Community Conversation on Wednesday, November 14, at Richard Montgomery High School, 7-9 pm. Parents, students, staff, and community members are invited to come to this event and engage in a discussion about the values that should guide the school system.

Update from Office of Communication

There was a discussion a new method of obtaining feedback from the community on the operating budget. It's called *Neighbor to Neighbor*. It will allow the community to engage in small group conversations. There will be a tool kit on the web that contains the resources needed for community members to meet, have a discussion about the budget, and provide their comments to us.

Update from the Division of Family and Community Partnerships

Staff provided us with an update about the Back-to-School event. There were over 10,000 in attendance, over 8,000 backpacks distributed, and numerous staff and volunteers at the event. Thank you to everyone for making the event such a success.

Re: **NEW BUSINESS**

There was no new business.

Re: **ITEMS OF INFORMATION**

The following items were available:

1. Legal Fees Report
2. Construction Progress Report

RESOLUTION NO. 448-12

Re: **ADJOURNMENT**

On recommendation of the Superintendent and on motion of Mrs. O'Neill seconded by Mr. Barclay, the following resolution was adopted unanimously:

Resolved, That the Board of Education adjourn its meeting of October 9, 2012, at 4:39 p.m.

PRESIDENT

SECRETARY

JPS:gr

Resolution	Barclay	Berthiaume	Brandman	Docca	Durso	Kauffman	Mannes	O'Neill
Master Plan	A	A	A	A	A	A	A	A
Policy BBB	A	A	A	A	A	A	A	A
Policy DJA	A	A	A	A	A	A	A	A

A = affirmative; N = negative; O = absent; AB = abstain