

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND		
GOVERNANCE OF THE SCHOOL SYSTEM			POLICY 100

100.1 Responsibilities

A. Board of Education's Responsibilities

The Board is responsible for determining the mission and vision for the school system, and adopting goals to help achieve that vision. (See <http://www.fcps.org/boe/strategic-plan>) The Board will adopt policies consistent with these goals and will regularly review such policies and the progress towards attainment of these goals. The Board will also advocate for adequate funding for the school system and will direct the expenditure of resources to best fulfill the goals.

The primary functions of the local Board can generally be classified into three broad categories: legislative, executive, and quasi-judicial.

- Legislative responsibilities include promulgating policies to govern the school system and are made pursuant to and within the scope of Maryland statute.
- Executive responsibilities are administrative in nature, involving the implementation of policy or statutory responsibilities of the Board. Examples include the appointment of certificated personnel, the selection and evaluation of the Superintendent, and the selection of Board officers and committee assignments.
- Quasi-judicial responsibilities occur when the Board considers and rules on matters of appeals from students, employees, or other individuals adversely affected by a school system decision.

The authority of the Board is collective and not individual. Except where the Board has delegated decision-making to one of its members, Board members cannot act on behalf of the Board.

Legal Reference	Annotated Code of Maryland	Education	§ 4-108
Policy History	Reviewed: 2015, 2016	Adopted: 5/28/03	Revised: 1/13/16

B. Superintendent's Responsibilities

The Superintendent is responsible for executing the Board's mission, vision and goals, and advising the Board on educational policies, managing the school system, and administering the budget, Board policies, and applicable education laws. As the executive officer of the Board, the Superintendent will issue regulations and other directives regarding the management of the school system. The Superintendent will provide an annual analysis on the progress toward the attainment of the system goals.

C. Direction of Staff

Decisions of the Board are to be conveyed directly to the Superintendent. The Superintendent will direct staff. Board members may contact staff to discuss matters relating to their committee or liaison responsibilities, to obtain information about a pending Board agenda item, or for information or opinion. Except for Board committee requests, a Board member desiring a report, formal analysis, extensive background information, etc. from staff must present the request to the entire Board for action and referral to the Superintendent. The Board must prioritize such requests for the Superintendent.

100.2 Master Plan, Accountability and Continuous Improvement

The Board will maintain a master plan for the system. The master plan will be based upon the vision and goals for the system articulated by the Board.

Prior to the commencement of the formulation of the annual budget, the Superintendent will provide an annual report to the Board that describes the level of attainment of each of the goals, and other information about students, schools, and the system that the Board may request.

The Board will review this information, and will consider both the performance of individual students and overall system performance, including each demographic subgroup of students as defined by current law and regulation or as requested by the Board. The Board will use this information to assist in the preparation of the budget for the following year, to assure that resources are directed to where they are most needed and effective.

The Board will also review the appropriateness of the measurements of the goals each year, and will adjust these measurements as needed.

Reports of system and student performance will be made easily available to the public. The Board will solicit comments from the public concerning the annual performance report.

Staff will develop appropriate learning strategies, curriculum and instruction based on the results of student, school, and system performance, and each year the Board will consider these proposals for inclusion in the master plan for the system.

100.3 NSBA Code of Ethics

As a Member of my local Board of Education, I will strive to improve public education, and to that end I will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
- Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest;
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

100.4 Code of Conduct – A standard to guide the members in interactions with each other and with the community

Be Respectful:

- Through words and actions, demonstrate respect for the diverse views of all citizens in our increasingly multicultural society.

- When advocating for a belief or position, ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person.
- Be a positive role model for public discourse – practice courtesy, politeness, and consideration.
- Engage in respectful, non-judgmental listening.

Be Responsible:

- Demonstrate Fairness. Ensure that all sides have a fair opportunity to present their respective positions.
- Exercise your rights and responsibilities as a citizen. Encourage others to become informed and involved.
- While working toward the will of the majority, respect the rights of the minority.
- Clearly distinguish opinions from facts. Ensure all statements of fact are accurate and verifiable.
- Recognize the importance of achieving consensus as an important tool in community-building.

100.5 Orientation Procedures for Board of Education Candidates

The Superintendent will develop regulations to provide orientation to Board of Education candidates and the student member to the Board and coordinate orientation in cooperation with current non-candidate Board members.