BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY
POLICY COMMITTEE MEETING
ADMINISTRATIVE MINUTES SEPTEMBER 5, 2023

The Board of Education Policy Committee met at 3:00 p.m. on the above date virtually. Board members present were Melissa Ellis, Joanna Tobin, Dana Schallheim, and Eric Lin. Staff members present were Grace Wilson, Legislative and Policy Specialist; Bob Mosier, Chief Communications Officer; Dan Reagan, Director of Internal Audits; Darren Burns, Board Counsel; and Diane Howell, Executive Assistant to the Board. Latica Hicks was present on behalf of the Citizen Advisory Committee.

Review and Approval of Minutes: Mrs. Ellis opened the meeting with the approval of the minutes from the June 27, 2023, Committee meeting. The meeting minutes were approved by consensus.

2023-2024 Policy Review Schedule: Ms. Wilson reviewed the various policies that the Committee will review during the 2023-2024 school year.

Policy

DF – School Activity Funds Management: Ms. Wilson explained that this policy was proposed for review by Mr. Reagan to address a recommendation made in the Gibson Performance Audit. The Gibson report noted that the auditing of School Activity Funds by the Board's Internal Audit Office is time-consuming and could prevent the Internal Audit Office from performing other functions. The policy is being revised to remove the requirement that the internal audit staff of the Board audit the financial records of all schools every 24 months and update style and formatting. Ms. Wilson noted that the policy revisions proposed could result in the auditing of school funds by external auditors. Mrs. Schallheim and Mrs. Ellis stated their support for the policy changes proposed. Mr. Burns noted that nothing in the policy would prevent the Internal Audit Office from auditing school funds. Mr. Reagan shared that the Internal Audit Office will continue to review high school fund balances annually to analyze risk in real time.

Mrs. Schallheim moved that the policy go to first reading at the September 20, 2023, Board meeting; Dr. Tobin seconded. The Committee approved by consensus.

FYI Only – Regulations

DF-RA – School Activity Funds: Ms. Wilson explained that this regulation is being updated to align with the proposed policy revisions to Policy DF. The revisions to the regulation proposed include removing the reference to the regular audit of School Activity Funds and updating references to the Board and Anne Arundel County Public Schools' offices and staff.

EG-RA – Naming Facilities: Ms. Wilson indicated that this policy is being updated to revise the process for naming facilities. The revisions proposed establish a minimum number of individuals for a School Naming Committee; alter the members who must participate in a School Naming Committee; establish individuals who may serve on a School Naming Committee; create

an exception for when the School Naming Committee must provide a report to the Superintendent; and allow for the Superintendent to make minor revisions to the name of an existing school or non-school facility in consultation with the Board.

Mrs. Ellis suggested including language in the regulation to ensure the community is aware of the opportunity to participate on a School Naming Committee. Mr. Mosier proposed the following language be added to C.1., "To ensure a fair and transparent process, except where appointments are prescribe, the general public will be made aware of opportunities to participate on a School Naming Committee." This language will be incorporated into the regulation and the regulation will be shared with the Policy Committee at the next meeting.

Good of the Order: None

Adjourn: 3:43PM