

**BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY**  
**POLICY COMMITTEE MEETING**  
**ADMINISTRATIVE MINUTES**  
**MAY 28, 2024**  
**(APPROVED)**

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; Maggie Gosewisch, Specialist Support: Legislation & Policy; Mychael Dickerson, Chief of Staff; Dan Reagan, Director of Internal Audits; Jim Todd, Director of School Performance; Bob Mosier, Chief Communications Officer; Darren Burns, Board Counsel; and Jackie Money, Associate Assistant to the Board. Michelle Koul was present on behalf of the CAC.

**Review and Approval of Minutes:** Mrs. Ellis opened the meeting with the approval of the minutes from the April 30, 2024, Committee meeting. The meeting minutes were approved by consensus.

**Policies**

**JCA – Representative Student Leadership:** Ms. Wilson explained that this policy and accompanying regulation were requested for review by Mr. Lin. This policy was last reviewed in 2014. This policy has been updated for style, formatting, and one minor revision, which was to move the previous Position Statement 2 to the Issue Statement.

Mr. Lin indicated that he requested the review at the beginning of the school year due to the age of the policy and accompanying regulation. He supports all of the changes proposed by staff to the policy and regulation.

The committee approved by consensus to move the policy to the full Board for consideration at the June 18, 2024, Board meeting.

**NEW – Board Emergency Management:** Ms. Wilson introduced new Policy BL – Board Emergency Management, which was developed at the request of a Board member. The Board’s emergency management committee considered and approved this draft policy. The purpose of this policy is to mandate that the Board implements a Continuity of Operations Plan (COOP) to ensure the continuation of essential functions during a state of local, regional, or national emergency. The Board President is required to appoint Incident Command System Team roles such as an incident commander and public information officer. The policy requires that the Board annually exercises the COOP through a combination of functional and tabletop exercises by the last meeting in July, and review and revise the COOP as needed no later than the last Board meeting in August.

Dr. Tobin expressed that she agreed with the need for a Board emergency management policy after the COVID-19 pandemic and subsequent response. She asked about what the functional and tabletop exercises may look like. Ms. Wilson responded that her question may be better for the Office of Emergency Management (OEM); however, she believes that the functional exercises may look like a review of the plan to ensure accuracy, whereas the tabletop exercise

may involve key stakeholders simulating an emergency situation, without actually mobilizing resources.

Mrs. Ellis expressed her appreciation for those who have worked on the policy thus far; however, she expressed concerns. She understands that the purpose of this policy is to keep the Board operating in an emergency situation. However, she believes that the policy in its current form is a little more involved than necessary and that this policy calls for a significant amount of Board resources, as all Board members would have to be involved in a response. Additionally, she feels that annual training may be too frequent, and that training every four years as there is a turnover in Board membership would be better. Finally, she thinks that it would be better if the Board President appointed a chair to lead any emergency management work, but that some of the essential functions would be best provided by staff and not Board members. She asked the Committee members if they would like to revise this policy further in Committee or bring it before the Board.

Mrs. Schallheim expressed her appreciation for the work done in creating this policy. She also agrees that the Board was not as equipped as it could have been at the beginning of the COVID-19 pandemic. She believes that the policy as written would take a lot of time away from other Board responsibilities and she would like to see the Board members' roles more clearly defined. Therefore, she is also in support of making revisions to this policy before it goes before the full Board.

Mr. Mosier added that he would share his concerns with Ms. Wilson at the appropriate time, if this policy goes back to staff for revisions.

Dr. Tobin indicated her support for taking this policy back to staff for revisions, as she agrees that the member roles as written could lead to confusion for Board members and staff.

Ms. Wilson shared that OEM had done extensive work on the evaluation of the Board essential functions in a time of emergency, and that these positions were recommended specifically for the Board COOP by OEM. These roles would be filled by Board members, who would then coordinate essential functions with the appropriate staff.

Mr. Burns agreed that there is room to make the policy and roles tighter with revisions.

Mrs. Schallheim motioned to remit this policy to staff to incorporate the feedback provided at this Policy Committee meeting. The Committee voted in favor of the motion unanimously.

### **FYI Only – Regulations**

**IFE-RA – Identification of Gifted and Talented and Advanced Students:** Ms. Wilson explained that this regulation is being updated to account for AACPS' identification of advanced students in addition to gifted and talented students. Additionally, due to the State increasing testing requirements for eighth graders, this regulation would move the testing for gifted and talented and advanced determination from eighth grade to seventh grade.

Dr. Tobin expressed her appreciation for the proposed changes and agreement with the movement of testing to seventh grade.

Mrs. Schallheim also expressed her appreciation for the proposed changes, and asked when the testing shift to seventh grade would occur. Ms. Wilson responded that she would double check with staff to confirm if a phase in approach has already occurred or if it will be taking place next year.

**II-RA – Grading:** Ms. Wilson introduced Jim Todd, Director of School Performance, to present the proposed changes to this regulation, as he worked extensively to revise this regulation for high school grading requirements.

Mr. Todd explained that his revision process included engaging a variety of stakeholders to finalize his recommendations, including (1) opportunities for mastery; (2) minimum 50% and good faith effort, including late work; (3) attendance and impact on earning credit; and (4) the option to opt out of fourth quarter assessments for all students taking AP or IB exams.

(1) Opportunities for mastery includes the minimum and maximum number of assignments, the number and category of redos, and the timing of redos. The minimum number of assignments was unchanged; however, the maximum number of assignments was changed from 15 to 22 to align with the number of class periods in a marking period. The number of redos was changed to two per marking period in the new assessments category that was added as a grading requirement for teachers. The assessment category must be between 30-50% of the overall grade, and each category must have at least four total graded assignments, with the exception of quarterly assessments. The timing of redos was reduced to five days in situations when teacher-facilitated reteaching is not required, and it remains 10 days in other situations.

Mrs. Schallheim asked about the minimum grade of 50% requirement and how that would benefit students. Mr. Todd explained that this minimum 50% requirement is associated with late work, which is a big issue for teachers. He explained that each class period that work is late there is a 10% penalty for four days and a three-day window for a minimum of 50% grade, which was changed from the entire end of the marking period.

Mrs. Schallheim then asked about how these changes to the late work portion will impact unexcused and excused absences and if teacher discretion in this area will make a difference for students. Mr. Todd explained that coaching principals will be necessary to ensure consistency. Excused absences are considered extensions, not late work, and students should not be penalized for an excused absence. Mrs. Schallheim stressed the importance of communication on this issue to not overburden teachers in managing late work.

(2) Minimum 50% and good faith effort includes the rationale for having a minimum 50% grade for assignments and marking period grades, and the requirement for students to show good faith effort to earn it. Mr. Todd explained that the minimum 50% grading practice gained popularity pre-pandemic for students that exhibited a good faith effort; however, during COVID-19 the good faith effort provision was removed. These revisions to the regulation will add that good faith effort requirement back in, add that the minimum 50% grading requirement will apply to

marking period grades, and change the grade of E to be 50 to 59%, instead of 0 to 59%.

Mrs. Schallheim stated that she conceptually understands the rationale of giving students an incentive to keep trying; however, she is worried that this will result in students moving through the system without gaining mastery of their grade level.

Dr. Tobin added that in her opinion we are now living in a world of grades and that this was not the way before. She appreciates the work that has been done with this regulation, despite her desire for a deeper look at the practice of grading on a grander level.

Mrs. Ellis expressed her agreement with Dr. Tobin, and her opinion that a student cannot succeed simply on a good faith effort. She also asked the Committee to reflect on the Issue Statement of Policy II – Grading that accompanies this regulation, highlighting consistency and communication with students and families.

Mr. Todd reiterated that he met with many stakeholders to get feedback on these proposed changes to the regulation.

(3) Attendance and credit include the new compulsory attendance threshold of nine days per semester, the role of the attendance review committee, and the options for students to recover credit. If a student is absent for more than nine days per the compulsory attendance requirement, the attendance review committee will decide if they earn credit for that semester, have the credit held pending the next semester's performance per their contract, or do not earn credit. Mr. Todd noted that he is creating a manual for attendance review committees to promote consistency across schools in implementing this change.

Mrs. Schallheim expressed her opinion that attendance is key to student success and student accountability, so she appreciates these proposed changes. Mrs. Ellis concurs on the importance of attendance, especially for preparing students who are transitioning to college. Dr. Tobin mirrors these opinions, and she believes that it is key for teachers to have the authority to decide on a student's grade based on the totality of the circumstances.

(4) Opting out of the fourth marking period quarterly assessment for students who take AP or IB exams will be expanded from twelfth grade only to all students. Mr. Lin expressed his gratitude for this change, as it was a priority for his tenure as SMOB.

**JCA-RA – Representative Student Leadership:** Ms. Wilson explained that this regulation is being updated for style and formatting, along with the policy. The definition of CRASC elected officers was updated to reflect current practice, the CRASC section was updated to reflect the CRASC bylaws and constitution, and election information was added to each student organization section, as election procedures differ between CRASC and other student organizations.

**Good of the Order:** Ms. Wilson asked the Committee if she could bring additional policies and regulations for review at the next meeting, as the last meeting of the year is typically a closeout meeting. Thus far, the Committee has reviewed 16 of the proposed 30 policies and regulations requested for the year. The Committee approved this request.

**Adjourn:** 4:16 PM