

*Queen Anne's County*  
**BOARD OF  
EDUCATION  
HANDBOOK**



*Preparing World-Class Students  
Through Everyday Excellence*

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## **A SHORT HISTORY OF PUBLIC SCHOOLS IN QUEEN ANNE’S COUNTY**

Prior to 1723 no provision for public instruction was made in Queen Anne’s County. In 1723 the General Assembly of Maryland passed a law that required all Maryland counties to establish one school in each county “as near the center of the county as might be...” and “...as may be most convenient for the boarding of children.” (Emory, 1950) In Queen Anne’s County that area was deemed to be land near present day Queenstown. The small school was completed in 1725. Its objective was to provide an education for a maximum of 10 male students who could afford to pay for tuition and board. This school remained operational until the 1780’s. The school served as a precursor to a number of private educational academies that sprung up around the county in the early nineteenth century, such as the Sudlersville Academy founded by Simon Newcomb, the Centreville Academy, and the Church Hill Academy.

In 1825 an Act was passed by the Maryland General Assembly entitled “An Act to Provide for the Instruction of Youth in Primary Schools throughout the State.” Based upon this law, citizens located throughout all geographical areas of Queen Anne’s County began to build schools and employ teachers in order to provide their children with an opportunity for an education. By 1832, 27 school districts were established. Each district had three trustees whose duties involved supervision of their schools and whose powers included recommending teachers and levying of taxes for the support of these schools. In addition, there were six commissioners of the school fund appointed by the Orphans’ Court by virtue of an Act of the General Assembly of Maryland. These appointed trustees were responsible for the county-wide educational program and were the forerunners to the current Queen Anne’s County School Board. (Record-Observer, 1958)

By 1868 The Queen Anne’s County School Board moved to establish one school in each election district. If a school did not exist within an election district, one was then established. In 1878 Queen Anne’s County required all schools to have at least 10 students attending classes within each school building on a full-time basis in order for the building to be considered a school. Based upon this law, by 1914 there were at least 77 schools located throughout the county. Four high schools were in operation. These secondary schools were situated in Stevensville, Centreville, Sudlersville, and Queen Anne’s. A very short time later the town of Church Hill established a high school. (Record-Observer, 1958)

By the late 1940’s and continuing into the 50’s and 60’s many of the 77 schools were consolidated. It was thought that the “Superintendents” could not visit and manage so many such schools. Therefore, in 1958 based upon the recommendation from a citizen planning committee and board action, 10 elementary schools and four high schools were formed and became operational within the district. In 1966, the partially completed Queen Anne’s County High School opened. The school was built to unite all county high school students and consolidate them into one building. The older geographically-based high schools were renovated and opened to house students who were in grades 5<sup>th</sup> through 8<sup>th</sup>. Based upon current educational research, the grade band was later adjusted by returning 5<sup>th</sup> grade students to elementary schools. Finally, Kent Island High School was opened in the late 1990s in order to accommodate an increase in the Kent Island student population.

Today, Queen Anne’s County Public Schools, operates 14 schools, with approximately 7,800 students and 1,030 full-time employees, half of whom are teachers. The public schools are funded through federal, state and local taxes.

## **AUTHORIZATION**

The Board of Education of Queen Anne's County, Maryland, is a body politic and corporate of perpetual existence and may sue and be sued.

### **Commissioning of Board Members**

Each Board member shall receive a commission signed by the Governor of Maryland and is stamped with the Seal of Maryland at the beginning of their term of office. The Clerk of the Circuit Court shall have in possession the member's commission from the Governor of Maryland declaring his/her eligibility and meeting qualifications as prescribed by law. The said Clerk of the Circuit Court for Queen Anne's County shall administer the Oath of Office to new Board members at the December Annual Meeting of the Board of Education.

## Authority and Responsibilities of the Board of Education

The Board of Education of Queen Anne's County, Maryland, is organized as prescribed by the Education Article to the *Annotated Code of Maryland*, Subtitle 4, Queen Anne's County; Sections 3-10A-01 through 3-10A-04.

The powers and mandatory duties of the Board of Education are defined in the Education Article of the *Annotated Code of Maryland* and Title 13A of the *Code of Maryland Regulations* (COMAR).

The Superintendent is responsible for administering the policies for the school system. The legal obligation for policymaking resides with the Board.

The Board's primary responsibilities, aligned to support the strategic plan of the school system, include, but are not limited to:

1. Selecting, appointing, and evaluating the Superintendent of Schools;
2. Formulating and interpreting policies;
3. Reviewing policy appeals by a paper review process;
4. Deciding appeals of the superintendent's decision to suspend or terminate an employee;
5. Deciding appeals of the superintendent's decision for student suspension;
6. Adopting operating and capital budgets;
7. Making decisions on educational, budgetary, financial (including authorization of legal settlements, with the exception of special education settlements, up to a level adopted by the Board), and facility matters;
8. Approving curriculum guides and courses of study;
9. Approving school attendance boundaries;
10. Acting in a quasi-judicial capacity, in particular, deciding appeals;
11. Acting on personnel matters;
12. Advancing a legislative agenda before the County Commissioners and General Assembly;
13. Appointing an auditor and legal counsel; and
14. Approve hiring of architects.

In addition to those mandatory duties that are defined in law, the Board is committed to *The Key Work of School Boards* developed by the National School Boards Association. *The Key Work of School Boards* encompasses these eight areas of action:

1. Establishing a clear **VISION** of student achievement as the top priority of the school board, staff, and community.
2. Setting clear **STANDARDS** for student performance.
3. Establishing an **ASSESSMENT** process that measures success at regular intervals.
4. Establishing a strong **ACCOUNTABILITY** process.
5. **ALIGNMENT** of resources to focus on students meeting the standards.
6. Creating a positive **CLIMATE** for student success.
7. Building **COLLABORATIVE RELATIONSHIPS** with political and business leaders, with a focus on developing a consensus for student success as a top community priority.
8. Committing to **CONTINUOUS IMPROVEMENT** for student achievement.

NOTE: The handbook summarizes selected policies and regulations, as they existed at time of publication. In the event of conflicting information in our policies and regulations, those posted on [www.qacps.org](http://www.qacps.org)

## **Responsibilities**

The Board is responsible for determining the mission and vision for the school system, and adopting goals to help achieve that vision. The Board shall adopt policies consistent with these goals and shall regularly review such policies and the progress towards attainment of these goals. The Board shall also advocate for adequate funding for the school system and shall direct the expenditure of resources to best fulfill the goals.

The primary functions of the 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 evaluation of the superintendent, and the election of Board officers.

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, individual Board members cannot act on behalf of the board.

## **POLICY DEVELOPMENT**

It is the intent of the Board of Education of Queen Anne's County ("the Board" or "Board") to develop policies to serve as guidelines for its own operation and for the successful and efficient functioning of Queen Anne's County Public Schools ("QACPS") in accordance with the Board's mission statement. The Board develops its policies subject to federal law, the Maryland Constitution, the Annotated Code of Maryland, and the Maryland State Department of Education's bylaws, rules, and regulations. Policies are developed by the Board with the advice of the Superintendent and Executive Team.

The Board, through the Superintendent and Executive Team, conducts an on-going policy review throughout the year. The Superintendent shall be charged with the responsibility of developing the calendar of policies to be presented to the Board by August of each year.

Formal adoption of new policies and/or revision or repeal of existing policies are solely within the province of the Board and will occur only after the proposed policy has been out for public comment for a minimum of two regularly-scheduled Board meetings.



## RULES OF ORDER, NORMS AND PROCEDURES

In order to perform its duties in an orderly and consistent manner, the Board adopts certain rules, norms and procedures to govern its work. In this way, all may come to rely on the decisions made by the Board as incorporating both a sense of fairness and common sense and built on a foundation of acknowledged principles.

### Rules of Order for Meetings

In general, the Board of Education follows *Robert's Rules of Order* in the conduct of its meetings. All meetings will be conducted in an orderly and businesslike manner using these rules, except when these rules are superseded by Board policy, this Handbook, or Maryland law.

### Quorum and Number of Votes Needed for Action

Three members of a 5-member Board shall constitute a quorum. If there are 4 members on a Board, three members shall also constitute a quorum. If there are 3 members on a Board, two members shall constitute a quorum. (If there are less than 3 members, this Handbook may not be amended, repealed, or suspended.)

### Code of Conduct of the Board of Education of Queen Anne's County

As a standard guide to Board members when interacting in the community and with each other, the Board has adopted the following Code of Conduct for its members.

#### *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.*
- *Maintain the confidentiality of information obtained during the Closed Sessions.*

## **Board of Education Norms**

The members of the Board shall abide by the following norms in the conduct of their business. These norms provide for an orderly and respectful conduct of public business in an atmosphere of mutual respect and understanding.

Board members shall:

- Treat each other with respect to maintain a high functioning team.
- Come prepared to participate to foster cogent discussions and informed decision making.
- Publicly respect decisions made by the Board as a corporate body to support the democratic process and to convey professionalism.
- Maintain confidentiality to ensure respect for all individuals and maintain high levels of trust.
- Participate in Board continuous educational activities and training in order to function as a highly effective, cohesive team.
- Adhere to Board operating procedures to ensure consistency.
- Stay focused to maximize time on task and be mindful of time to show respect for all.
- Have fun and celebrate accomplishments to ensure that all decisions are made in the best interests of students.

## **Annual Board Evaluation and Retreat**

The Board shall hold a separate meeting each year, at a time and place to be determined by the Board, for the purpose of self-evaluation. During this meeting, the Board may evaluate its own performance for the prior year, and discuss strategies to improve the effectiveness of the Board.

## **Board Development Programs**

It is necessary for Boards to provide annual education opportunities for members. Time should be allotted at regular Board meetings to report on board development activities as needed.

The Board development plan for the year may include but not be limited to:

1. New Board member orientation (as needed).
2. Regular training and education activities (such as how to use email or Board Docs).
3. Board retreats during which time team building activities may take place as well as discussion of vision and Board direction, and Board self-evaluation.
4. Staff presentations to the Board on topics with instructional value (such as the scope of work of various staff positions).
5. Board member participation in conventions, seminars, and other programs sponsored by NSBA or MABE.

### **Master Plan, Accountability and Continuous Improvement**

The Board of Education of Queen Anne's County maintains a comprehensive school system Master Plan. This Master Plan is based on the vision and goals of the school system as articulated by the Board.

Prior to the commencement of the formulation of the annual budget, the Superintendent shall 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 shall review this information, to 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 shall adjust these measurements as needed. Reports of system and student performance will be readily available to the public.

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

**MEMBERSHIP ON THE  
BOARD OF EDUCATION OF QUEEN ANNE’S COUNTY  
Section 3-10A-01 of the Education Article to the Annotated Code of Maryland**

Membership on the Board of Education consists of five voting, non-partisan, elected members. One voting member shall reside in and be elected from each of the four county commissioner districts and one member shall reside in the county and be elected from the county at large. There shall also be one non-voting student member from each high school in Queen Anne’s County, elected by their respective student bodies.

The Superintendent is a member of the Board as its Secretary-Treasurer. The Superintendent also serves as the Chief Executive Officer, of the school system.

A candidate for the Board must be a legal resident of Queen Anne’s County for at least three (3) years and be a registered voter.

A member of the Board will serve a four-year term, beginning the first Monday in December after the member’s election and until a successor is elected and qualifies.

The State Board may remove a voting member of the county board for immorality, misconduct in office, incompetency, willful neglect of duty, or failure to attend, without good cause, at least 75% of the scheduled meetings of the Board in any one calendar year.

**ANNUAL COMPENSATION/BENEFITS**

**Section 3-10A-04 of the Education Article to the Annotated Code of Maryland**

**Annual Compensation**

Elected members will receive \$3,500/year (Board president \$4,000), less deductions, to be split in four payments.

## Mission, Vision, Values, and Goals

### **VISION**

A graduate of Queen Anne's County Public Schools will be well-educated, globally competitive and prepared to become a caring, productive citizen of the 21st Century.

### **MISSION STATEMENT**

The mission of Queen Anne's County Public Schools, a high-performing public school system, is to ensure that every student demonstrates a commitment to high achievement and everyday excellence, possessing the skills and knowledge to empower them to thrive and continue to grow intellectually, physically, emotionally and socially in a rapidly changing, globally competitive society; this will be accomplished through a partnership with our families and community, a world class curriculum, excellence in teaching and challenging educational experiences.

### **CORE VALUES OF QACPS**

- Focus on Results and Creating Value
- Managing for Innovation
- Learning-Centered Education
- Systems Perspective
- Visionary Leadership
- Agility
- Organizational and Personal Learning
- Valuing Faculty, Staff, and Students
- Management by Fact
- Social Responsibility

### **GOALS**

#### **Goal 1: Learning Accountability and Results**

Every Queen Anne's County Public Schools student will experience high academic achievement and continuous progress by participating in an equitable rigorous world class instructional program designed so that every student will become globally competitive and prepared to become a caring, productive citizen of the 21st Century.

#### **Goal 2: Safety and Security**

Every Queen Anne's County Public School and office will be safe and secure while promoting individual health and wellbeing by providing a positive, respectful, and caring environments for teaching, learning, and working.

#### **Goal 3: Operational Effectiveness**

The Queen Anne's County Public Schools will maximize organizational efficiency and effectiveness by engaging in strategic efforts that enhance the operational function and management of schools and offices throughout the organization.

**Goal 4: Human Capital**

The Queen Anne's County Public Schools will strategically recruit, select, develop, support, evaluate and retain an effective highly qualified diverse staff at all levels of the organization.

**Goal 5: Community Partnership and Engagement**

The Queen Anne's County Public Schools will cultivate innovative community partnerships with all stakeholders to provide an equitable and sustainable system of support every student.

### **Board Member Authority**

The Education Article specifies that power belongs not to individual members of a Board of Education but to the Board of Education itself. Board members have authority only when acting as a Board of Education in a legally constituted session with a quorum being present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education, except when that statement or action is authorized by an official act of the Board.

No single member of the Board can exercise the power or duty of control of the schools, since these powers reside in the body politic.

No single member of the Board may dictate the qualifications of personnel or speak for the Board on political topics. Should a Board member engage in political activity, the Board member must be clear to the public that he/she is speaking or acting as an individual, and not with any Board authority.

### **Board Candidates and Members-Elect**

Board candidates are required to file public financial disclosure statements for the preceding calendar year with the Board of Supervisors of Elections at the time they submit their certificate of candidacy. After the candidate's election to the Board of Education, the Board of Supervisors of Elections sends the financial disclosure form to the Board of Education Ethics Panel.

After the general election, members-elect receive all materials, including items of a confidential nature, provided to Board members. Board materials are available online.

### **Board Member Vacancy**

Pursuant to Md. Code, Education § 3-10A-01. Composition and election of members

(a) *Composition.* -- The Queen Anne's County Board consists of:

- (1) Five voting, nonpartisan, elected members; and
- (2) One nonvoting student representative from each public high school in the county.

(b) *Election* -- The five voting, nonpartisan, elected members shall be elected by the voters of the entire county at a general election in accordance with subsection (c) of this section.

(c) *Qualification* -- (1) (i) One voting member shall reside in and be elected from each of the four county commissioner districts; and

(ii) One member shall reside in the county and be elected from the county at large.

(2) (i) A member from a county commissioner district who no longer resides in the district may not continue as a member of the county board.

(ii) A member at large who no longer resides in the county may not continue as a member of the county board.

(3) A candidate elected to the county board shall be a registered voter and resident of Queen Anne's County for at least 3 years.

(d) *Terms* – Each elected voting member serves for a term of 4 years beginning on the first Monday in December after the member's election and until a successor is elected and qualifies.



(1)(i) In case of a vacancy on the county board, the Governor shall appoint a qualified person to serve on the county board until a successor is elected and qualifies.

(ii) If the vacancy occurs before the filing deadline for candidates for the primary election that is held in the second year of the term, the individual appointed under subparagraph (i) of this paragraph shall serve until a successor is elected at the next general election and qualifies.

(iii) If the vacancy occurs after the filing deadline for candidates for the primary election that is held in the second year of the term, the individual appointed under subparagraph (i) of this paragraph shall serve for the remainder of the term of the vacating member and until a successor is elected at the next general election and qualifies.

(e) *Student members* (1) The nonvoting student members of the county board shall be elected from each of the public high schools in the county by their respective student bodies.

(2) Each student member shall:

(i) Be an eleventh or twelfth grade student in good standing in the Queen Anne's County public school system;

(ii) Be a student government association representative at the student's high school;

(iii) Serve for 1 year beginning on July 1 after the election of the member;

(iv) Be nonvoting; and

(v) Advise the county board on the thoughts and feelings of students in the Queen Anne's County public schools.

(3) Unless invited to attend by an affirmative vote of a majority of the county board, the student member may not attend an executive session of the county board.

### **New Board Member Orientation**

Following the election of new members, the President of the Board of Education, along with the Superintendent, provides for an orientation to the Board's operation and processes. Information is provided about the functions of the office of the Board of Education and the working relationships with the Superintendent and the staff of the Queen Anne's County Public Schools.

In addition, the orientation includes discussion of the Code of Ethics and filing requirements, system mission statements and goals, Board-appointed committees, Board of Education memberships, Board secretary provision, Board member expense standards, and other information included in this handbook.

The following documents are available on-line and will be provided to each board member:

- Queen Anne's County Public Schools Policy Book
- Personnel Directory
- Master Plan
- Master Facilities Plan
- Board Handbook
- Open Meetings Act Manual

A copy of the *Maryland School Law Deskbook* will be provided to each Board member.

Copies of *The Annotated Code of Maryland* Education Article and *COMAR* are available in the Superintendent's office.

Board members are encouraged to participate in the orientation provided by MABE. It is expected that Board members will participate in continual learning through attendance at state and national conferences

and seminars and through reading leadership materials.

### **Oath of Office / Swearing In**

Each new Board member shall appear before the Clerk of the Circuit Court for Queen Anne's County on or before the first meeting in December, following the November general election, to take the Oath of Office. The Clerk of the Court must have in possession the member's commission from the Governor of Maryland declaring his / her eligibility in meeting qualifications before issuing the Oath.

### **Seating New Board Members**

At the first meeting in December following the November general election, new member(s) will attest to meeting all qualifications and to having been duly sworn to the Oath of Office by the Clerk of the Court. It shall then be recorded in the minutes of the meeting that the new member(s) have been properly seated as members of the Board of Education of Queen Anne's County, Maryland, for a four-year period.

### **Student Representatives**

Two student representatives to the Board of Education are selected pursuant to § 3-10A-01 of the Education Article under the procedures developed by the Queen Anne's County Student Government Association for a one-year term from July through June of the following year. The student representatives will be seated and properly charged at the July business meeting. This Handbook is also applicable to the student representative.

### **Student members (3-10A-01 of the Education Article)**

The nonvoting student members of the county board shall be elected from each of the public high schools in the county by their respective student bodies.

#### **Each student member shall:**

- Be an eleventh or twelfth grade student in good standing in the Queen Anne's County public school system;
- Be a student government association representative at the student's high school;
- Serve for 1 year beginning on July 1 after the election of the member;
- Be nonvoting; and
- Advise the county board on the thoughts and feelings of students in the Queen Anne's County public schools.

Unless invited to attend by an affirmative vote of a majority of the county board, the student member may not attend an executive session or a closed session of the county board.

The student representatives and the student representative-elect will receive agendas.

Unless invited to by an affirmative vote of a majority of the Board, the student members may not attend a closed session of the Board.

Although the student members do not have an official vote on the Board, the secretary may note the student members' support or non-support of a vote taken by the Board.

The student representatives shall attend the monthly Board business meetings.

The Board supports the following training opportunities for the student representative:

1. An appropriate and timely orientation of the new student representative.
2. Attendance at the Maryland Leadership Workshops.
3. Attendance at the National Association of Student Councils Conference.

4. Attendance at the MABE conference. Each year a workshop specifically designed for student representatives / members is held.

## Code of Ethics

The Board of Education has adopted the following Code of Ethics as recommended by the National School Boards Association (NSBA).

- *Adhere to operating procedures*
- *Avoid surprises by articulating concerns in advance*
- *Attend on time, prepared to participate; notify the chairperson if unable to attend*
- *Publicly respect the decisions made by the Board as a corporate body*
- *Respect confidentiality and expect others to do the same:*
  - *Closed session*
  - *Administrative function when closed*
  - *Personal confidences*
- *Participate in Board continuous educational activities and training*
- *Make decisions based on Master Plan Goals*
- *Treat each other with respect:*
  - *Listen attentively*
  - *Consider all points of view*
  - *Explain our votes to the Board first in order to make well informed decisions*
  - *Refrain from repetitive discussion*

Board members further agree: As a member of the local Board of Education, I will strive to improve public education, and to that end I will:

- Remember always that the first and greatest concern must be the Educational welfare of the students attending the public schools.
- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be addressed 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 association;
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- Not interfere in the employment process by which the Superintendent nominates employees for appointment by;
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

## **ETHICS PANEL**

The Ethics Panel consists of **three members who are residents of Queen Anne's County**. Each member serves for a term of **three years** and is limited to serve two consecutive terms. The panel's responsibilities include:

- Devise, receive, and maintain all forms generated by the Ethics Policy.
- Provide advisory opinions to person's subject to the policy as to how provisions of the policy might apply to them.
- Process and make findings as to complaints filed by any person alleging violations of this policy.
- Refer findings regarding complaints and other enforcement matters to the Board of Education for action.
- Conduct an information program regarding the purposes and application of this policy.
- Review all Queen Anne's County Public School Financial Disclosure forms and report any conflict of interest and any potential ethic violation.

## **Board of Education Priorities**

The Board of Education has control over educational matters that affect the county, promote the interests of schools under its jurisdiction, and adopts a comprehensive Master Plan to guide the school system in developing, implementing, and improving educational programs for its students.

With the advice of the Superintendent of Schools, the Board of Education annually establishes priorities together with specific objectives for the attainment of these priorities. Following the establishment of priorities, the Superintendent of Schools and Board Members recommend agenda items for Board meetings based on these priorities.

### **Appointment of the County Superintendent of Schools**

Section 4-201 of the Education Article specifies the appointment, term, qualification, vacancy, and removal of the county Superintendent of Schools.

The term of the county Superintendent of Schools is four years beginning on July 1. The Superintendent of Schools continues to serve until a successor is appointed and qualifies. By February 1 of the year in which a term ends, the county Superintendent of Schools shall notify the Board of Education whether he / she is a candidate for reappointment.

In the year in which a term begins, the Board of Education shall appoint a county Superintendent of Schools between February 1 and June 30. However, if the Board decides to reappoint the incumbent Superintendent of Schools, the Board shall take final action at a public meeting no later than March 1 of that year.

The appointment of a county Superintendent of Schools is not valid unless approved in writing by the State Superintendent. If a vacancy occurs in the office of county Superintendent of Schools, the Board shall appoint an interim Superintendent of Schools who serves until July 1 after his / her appointment.

### **Responsibilities and Duties of the Superintendent of Schools**

The Superintendent of Schools is responsible for the administration of his / her office and carries out the state, local, federal laws, and policies of the county Board of Education.

The Superintendent of Schools:

- Advises the Board of Education on educational policies of the school system, school attendance areas, curriculum guides and courses of study and any question under consideration by the Board.
- Recommends contracts, to the extent required by law, and other documents for Board approval.
- Informs the Board in advance of administrative reorganizations, including transfers of functions, establishment of positions and offices, and consolidations of positions and offices.
- Develop and propose the annual operating and capital budgets to the Board of Education and county government.
- Attends all meetings of the Board except when his / her tenure or salary is under consideration, or when the Board is considering appeals in its quasi-judicial role in closed session. In the absence of the Superintendent of Schools, the Assistant Superintendent of Schools or designee fulfills these duties.
- Is evaluated annually on the achievement of mutually agreed upon priorities and objectives.
- Is the executive officer, secretary, and treasurer of the Board and, as such, keeps record of the proceedings of each meeting of the Board and of all actions taken by the Board. (Section 4-102 of the Education Article of the Annotated Code of Maryland)
- Sends out notices of meetings.

- Assumes responsibility for the publication of all legal notices related to Board business.
- Maintains accurate records, including stenographic records of all hearings involving disputes and controversies.
- Acts as custodian of all funds belonging to and under the control of the Board of Education.
- Disburses funds in accordance with the provisions of the operating budget, specific directives of the Board of Education, and the provisions of the Annotated Code of Maryland, Education.
- Recommends the appointment of personnel to the Board of Education by way of a monthly personnel report.
- Informs the Board in advance of transfers of administrative and supervisory personnel.

## **ADDITIONAL RESPONSIBILITIES**

### **Board of Education Members' Attendance and Participation in Commencement Ceremonies**

One of the culminating activities of each school year are the high school commencements. It is expected that Board of Education members will be in attendance and on the dais at each ceremony and may be asked to speak or simply to "bring greetings" on behalf of the Board. Board members may be asked to help with the distribution of diplomas or simply to shake hands with graduates. However, each high school is responsible for setting the procedures for its own graduation.

### **Board Members' Visits to Schools**

Board members may visit schools to better know and understand the scope and individuality of schools in the system. Prior to a visit, the Superintendent and school principal must be notified of the visit both as a courtesy and so that it may be determined if it is an appropriate time to visit. Board members are expected to be courteous, respectful, and supportive toward staff, students and parents at all times. It is important to recognize that the day-to-day administration of the schools and the right to make corrections or suggestions for change do not fall under a Board member's responsibility.

On occasion, the Board may decide to hold one of its meetings in a school. This will be a decision of the Board and Superintendent and the place and time of the meeting will be appropriately publicized.

### **Meetings with Public Boards and the Legislative Delegation**

The Board of Education and the Board of County Commissioners generally meet annually on a jointly developed calendar day.

The Board of Education will host a meeting of the elected members of the Queen Anne's County Delegation of the Maryland State Legislature. This meeting will be held annually in the fall of the year to discuss upcoming legislative issues and to apprise the Delegation of current needs that might be addressed at the State level. This meeting will be hosted by the Board of Education of Queen Anne's County at a location to be determined each year.

### **Officers**

At the first meeting held in December each year, the members of the Board shall elect one member to serve as President and one member to serve as Vice-President of the Board for the year. The Superintendent of Schools shall serve as the Executive Officer, Secretary, and Treasurer of the Board of Education, as specified in Section 4-102 of the Education Article.

The duties and responsibilities of the Board officers shall be as outlined:

#### **1. President**

- a. Calls meetings of the Board of Education; establishes location, date, and time, as necessary.
- b. Presides at all meetings.
- c. Executes documents on behalf of the Board of Education.
- d. Appoints representatives to all committees on which the Board is represented.
- e. Approves the agenda for all Board meetings.
- f. Performs other duties prescribed by law or requested by the Board.
- g. Represents the views of the Board in all communications and correspondence.



## **2. Vice-President**

- a. Performs the same duties as the President in his / her absence.
- b. Performs other duties as may be requested by other members of the Board of Education.
- c. Functions as Board parliamentarian.

## **3. Superintendent of Schools**

According to Section 4-102 of the Education Article, “the County Superintendent is the Executive Officer, Secretary, and Treasurer of the County Board” (see *Duties and Responsibilities of the Superintendent of Schools*).

## **Meetings of the Board of Education**

All meetings of the Board of Education shall comply with the current edition of the *Open Meetings Act Manual* issued by the Office of the Attorney General.

### **Date, Time, and Place**

All meetings of the Board of Education are open to the public, except closed sessions as permitted under state law. Every effort is made to schedule items of significant public interest at times convenient to the public, and a special effort is made to group similar and major educational issues together during business meetings.

Business meetings are held as specified below, unless notice to the contrary is given at a previous business meeting.

- First Wednesday of each month
- Third Wednesday of each month for a work session, as needed

Work sessions, as needed, are held as specified below unless notice to the contrary is given at a previous business meeting.

- Third Wednesday of each month
- Two budget work sessions in January
- Additional work sessions as needed

\*Meeting times will be announced.

The place for such business meetings will be at the Board of Education Board Room unless otherwise publicized

The President, as needs arise, calls special meetings; all Board members shall be duly notified.

Presentations by staff should not be repetitive of the written paper; rather, the highlights of the paper and recommendations shall be made in a manner that allows sufficient time for the Board to discuss the agenda item.

### **Attendance**

Board members shall report to the President on such occasion when they find they must be absent from a meeting.

### **Agendas and Board Materials**

An agenda will be prepared for each meeting. Board members may submit items for consideration for

placement on the agenda. The agenda will be developed by the Superintendent and approved by the President.

The deadline for submitting items for inclusion on the agenda for business meetings is five (5) days prior to the date of the business meeting. Agendas for business meetings will be posted on the Queen Anne's County Public Schools website (<http://www.qacps.org>) and will be printed and available to the news media.

Agendas and back-up materials are available on the Queen Anne's County Public Schools' website the Friday preceding the business meeting date. Board meeting materials are not released to the public until Board members have received them. Press packets are normally available at the regular Board meetings.

Agendas for special meetings will be made known at the time the special meeting is called.

A continuous listing of future agenda items is maintained. Information on topics to be discussed is made available to the press, staff, and public through the Queen Anne's County Public Schools website.

Board members who need additional information should contact the Superintendent prior to the meeting. If a Board member believes it would be appropriate for staff members to answer questions during the meeting, they should alert the Superintendent to provide knowledgeable staff at the meeting to answer those questions.

### **Format for Agendas**

The following format will be a guideline for the preparation of regular agendas; the President may modify the sequence of items:

1. Opening of Meeting (motion to move into Closed Session if necessary)
  - a. Call to Order and Declaration of a Quorum
  - b. Approval of Agenda
  - c. Approval of Minute
2. Open Session Reconvenes
3. Recognitions
4. Board/Staff Involvement
5. Citizen Participation / Public Comment
6. Presentations
7. Current Action Items
8. Break
9. Information Items
10. Future Action Items
11. Citizen Participation // Public Comment
12. Future Meetings & Events
13. Adjournment

### **Citizen Participation**

During the first meeting of each month, time will be allowed for citizen participation. The President may elect to give any member of the audience an opportunity to speak to any item on the agenda, to express an opinion or to comment on any matter that relates to the Queen Anne's County Public Schools.

An announcement will be made at the beginning of the business meeting that any citizen wishing to address the Board should sign in prior to Citizen Participation time. When their name is called, citizens are asked

to come forward and state their name and address for the record. In order to allow time for all citizens to speak, the Parliamentarian will advise citizens of the amount of time allowed for their comments.

We ask all speakers to keep in mind the following guidelines:

- Speakers should sign the roster including their telephone number and address.
- Comments should be limited to the following:
  - Organizations/ Municipalities/Elected Officials      5 minutes
  - Individuals      3 minutesComments longer than your allotted time should be submitted in writing.
- Questions or statements to the Board should relate to a recent agenda item, an agenda item that is expected to appear in the future, or a matter of general policy over which the Board has authority.
- Please do not discuss items related to negotiations. Those items are to be discussed at the bargaining table.
- This is not the proper venue to address specific student or employee personnel matters, especially those matters on legal appeal to the Board. Comments about the actions or statements of individual staff members are not appropriate for Public Comments and should be referred to the Superintendent of Schools or processed through available channels.

Citizen Participation is not intended to be a question and answer session. If you have specific questions, the Board will make sure an appropriate staff member responds to your questions at a later date. The Board respects your desire and right to convey your message freely but asks as a courtesy to this Board and our citizens that you respect the Boards' request to refrain from naming citizens and name calling when offering your critique.

### **Conduct of Board Meetings**

All final official action of the Board of Education of Queen Anne's County shall be taken at a public meeting, the minutes of which will likewise be public. A quorum, consisting of three (3) members, must be established for each meeting. No motion or resolution can be adopted or approved without the affirmative vote of at least three (3) members of the Board of Education. The votes shall be taken by a show of hands. Voting rights shall be limited to members actually present at the public meeting at which the vote is taken, except as noted herein.

Except as otherwise provided for in this Handbook, meetings shall be held in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.

### **Closed Sessions of the Board of Education**

All meetings of the Board of Education shall comply with the current edition of the Open Meetings Act Manual issued by the Office of the Maryland Attorney General.

The President and Superintendent will decide who may be present at closed sessions other than members of the Board of Education. A quorum must be established for each closed session meeting or quasi-judicial hearing. Three members of a 5-member Board shall constitute a quorum. If there are 4 members on a Board, three members shall also constitute a quorum. If there are 3 members on a Board, two members shall constitute a quorum. (If there are less than 3 members, a quorum will not be established, and a closed session meeting or quasi-judicial hearing cannot be held.)

No motion or resolution can be adopted or approved at a closed session meeting or a quasi-judicial hearing without the affirmative vote of at least a majority of those members present.

Except with respect to matters constituting an administrative function or a quasi-judicial function, all final actions will be taken at a public meeting, the minutes of which will likewise be public.

The following are the guidelines for closed sessions:

1. The President, at the request of any Board member, or the Superintendent of Schools, may call closed sessions at any time. However, the Board must take a public vote to go into closed session and must give public notice of the meeting by delivering a notice of the date, time, and place of meeting to the news media or posting the notice at the meeting site.
2. The presiding officer shall conduct a recorded vote on the closing of the meeting and shall make a written statement setting out the reason for closing the meeting, the specific provisions of the Open Meetings Act that allows the meeting to be closed, and the topics to be discussed at the closed session.
3. It is the responsibility of Board members to monitor the topics discussed in closed session to assure that the topics discussed are appropriate for closed session.
4. Board members and staff are expected to maintain the confidentiality of closed session.
5. The Board Clerk is responsible for recording minutes of each closed session. The Board will strive to approve minutes at the next closed session. If the Board Clerk is not in attendance, then an Executive Secretary designee will take the minutes.

### **Administrative Function**

Administrative function meetings are not open to the public and are exempt from the requirements of the Open Meetings Act. Administrative Functions are acts taken to discuss how to administer a law, rule, regulation, or bylaw of a public body that do not constitute an advisory, legislative, or quasi-legislative function. Topics under this exemption could include an update from the school system's internal auditor; the scheduling of an appeal hearing; or a briefing from the Board's attorney on the status of EPA compliance issues.

### **Special Meetings of the Board of Education**

The Board may hold special meetings at the request of the President of the Board. These meetings are usually called to consider more information than is usually possible during the time constraints of regular meetings. Where possible, Board members will be given 24-hours' notice. The meeting should also be publicized through regular channels. Whenever possible, meetings dates will be determined in consultation with Board members. These meetings may be work sessions, policy development sessions, public hearings, or public forums.

## **Board Reports and Communications**

### **Guidelines for Board Reports**

When staff prepares written reports for the Board, they will adhere to the following guidelines:

- State the Pros and Cons of the situation/topic/issue
- Specify as many options as possible for the Board to consider
- Provide information on fiscal impact, if any
- State the recommendation of staff
- Keep the report as brief as possible. One page is preferred, although it is understood this is not always possible

Reports of fact that are for the sole purpose of reporting information will usually not require establishing pros and cons. Reports that go to the Board for discussion and those that will return to the Board for action should always follow the guidelines.

### **MINUTES**

#### **Requirements**

Written minutes must be prepared as soon as practical after a Board meeting.

#### **Open Session Minutes**

The minutes of open sessions must include:

Time, date, and place of meeting.

The names of persons present.

Each item that the board considered.

The action that the board took on each item.

Closed session action must be included in the minutes of the next open session and may be written in general terms as to preserve the confidentiality of information that lead to the sessions being closed.

Minutes of administrative functions are not taken. However, the time, date, place of meeting, names of persons present, and a phrase or sentence identifying the subject matter of the administrative function must be included in the minutes of the next open meeting.

#### **Closed Session Minutes**

The minutes of closed sessions must include:

A statement of the time, date, place, and purpose of the closed session.

The names of those present.

A record of the vote of each member for closing the session.

The citation of authority for closing the session.

Each item the Board considered.

Any action the Board took on each item.

The minutes of closed sessions shall be sealed and not be open to public inspection.

#### **BoardDocs©**

All meeting information is made available to the Board on BoardDocs as soon as it is posted, generally the Friday prior to the meeting. Additionally, in order to facilitate and enhance communication with the community, all information except agendas and backup information for closed sessions and administrative functions are available to the public the Friday prior to the meeting. To access public meeting information,

go to [www.qacps.org](http://www.qacps.org) and click on the *BOARDDOCS: Meeting info/Agenda/Minutes*. Board members are given a username and password to access all meeting information, public and private.

### **Record of Board Meetings**

The Superintendent, in his/her capacity as Secretary of the Board of Education, will maintain records of meetings as follows:

1. All of the Board's business meetings will be recorded and will air on QACTV and are available online, YouTube and accessible from the QACPS website.
2. The minutes of all public meetings contain actions taken by the Board and a summary of the Board's discussion. A Board member may specifically request that a statement on a subject be reflected in the minutes.
3. Minutes of closed sessions shall include each item considered, the action taken on each item, and each recorded vote.
4. The recordings of public meetings are available as a matter of public record and can be accessed through the Board's website and [qactv.com/Board of Education Meetings](http://qactv.com/Board of Education Meetings).

### **Board / Staff Communication**

Effective, consistent communication between the members of the Board of Education and the Superintendent and/or staff is essential to provide the Board with the information necessary to make sound, informed decisions. Honest, open communication also enhances trust and respect between Board members and the Superintendent/staff.

Board members are in contact with the citizens of the county on a regular basis and hear many concerns of which staff members are unaware. Board members have a responsibility to communicate expressions of public reactions, comments, concerns, criticisms, etc. to other Board members and to the Superintendent.

Whenever possible, requests for information from the Superintendent/staff should have the consensus of the members of the Board of Education. However, items come up between Board meetings, and Board members may differ in their interests and desires. Therefore, individual Board members are encouraged to raise questions and to express their concerns.

In order to fulfill their duties and responsibilities and to make effective decisions that are in the best interest of students, staff, faculties, and the Queen Anne's County Public Schools, Board members must be fully and completely informed. Discussion, questions, and dialogue must occur among Board members, between the Superintendent and staff members, and between Board members and the Superintendent.

The Superintendent and staff are responsible for ensuring that Board members receive the information necessary to effectively set policy for the school system. Responses to questions, inquiries, and concerns must be provided in a thorough and timely fashion. Responses may be oral or written.

### **Communication from Board Members to Staff**

Requests for information, reports, presentations, work sessions, shall be directed to the Superintendent. Exceptions to this provision are as follows: the information requested involves the Board member's own child /children.

## **Board of Education Correspondence and Memoranda Procedure**

### **Electronic Correspondence**

E-mail addresses of Board Members and Superintendent of Schools will be maintained on the Queen Anne's County Public Schools website.

### **Public Access to Correspondence and Memoranda**

1. All correspondence and memoranda addressed to the Board of Education, the Board President, or to Board Members that are received in connection with the transaction of public business are available for public inspection at reasonable times unless they meet one of the criteria for denial in Maryland's Public Information Act (*Annotated Code of Maryland, State Government Article, Sections 10-611 et seq.*)
2. The Superintendent of Schools is the official custodian of the records with the authority to delegate this responsibility.
3. The requestor of records may be charged fees to cover the cost of searching, preparing, or photocopying a public record.
4. If the request for public records is denied, the reasons must be consistent with Maryland's Public Information Act.

## **Negotiations**

The Board of Education engages in contract negotiations with the Queen Anne's County Education Association (QACEA), which represents certified and support-staff, Queen Anne's County Administration and Support Association.

By law, the Board of Education is permitted to meet in closed session to discuss issues related to contract negotiations with employee organizations. It is required that Board Members maintain the confidentiality of issues during closed session.

## **Personnel**

### **Board of Education Member Recommended Appointments**

#### **Maryland Association of Boards of Education (MABE)**

MABE is a private, non-profit organization dedicated since 1957 to supporting and improving public education in Maryland. It provides continuing education, advocacy, and assistance in many areas to the board of education and assists local boards in keeping abreast in educational developments in Maryland as well as throughout the nation. The Board of Education of Queen Anne's County is a member of MABE and its members serve on many MABE committees. On an annual basis, appointments are made to the following MABE committees:

- Board of Directors (elected by members of MABE)
- Budget/Planning Committee
- Legal Services Association
- Legislative Committee
- Nominating Committee
- Resolutions Committee

#### **Personnel Appointment Procedures**

1. Under Section 6-201 of the Education Article, it is the responsibility of the Superintendent of Schools to recommend the appointment of personnel to administrative and supervisory positions. These appointments are discussed by the Board of Education in closed session and confirmed by majority vote in public session.
2. The Superintendent of Schools also notifies the Board in advance of the transfers of personnel to administrative and supervisory positions.
3. The Board of Education also receives and reviews a monthly personnel report in closed session and takes a public vote on the report. The report contains appointments of administrative and supervisory personnel, teachers and supporting services personnel, emergency coaches, terminations, for all personnel, and notice of suspension and dismissal actions.

#### **Citizen Concerns or Complaints Regarding Queen Anne's County Public School Employees**

Under Section 4-205 of the Education Article, the Superintendent is responsible for supervising employees. When concerns are brought to the attention of individual Board members or the Board of Education, the concerns should be forwarded to the Superintendent for review and action, if warranted. Should the Superintendent take disciplinary action in any case, ranging from a letter of reprimand to a recommendation for dismissal, the employee has the right to file an appeal to the Board of Education. This is the primary reason the Board of Education does not initially investigate the matter or make an initial decision about the



employee. Also, it is the responsibility of the Superintendent to investigate, not the Board's. If a Board member becomes involved in an employee investigation, it is the Board member's ethical responsibility to recuse himself/herself if a hearing becomes necessary.

Issues involving school system employees shall be forwarded directly to the Superintendent. The Superintendent or designee shall review the matter.

### **Employment of Independent Professionals**

#### **Legal Counsel**

The Board of Education of Queen Anne's County may employ the services of attorneys to represent it in legal matters affecting the Board of Education.

#### **Certified Public Accountant**

The Board of Education of Queen Anne's County shall employ the services of a Certified Public Accounting firm to provide that an annual audit of financial transactions and accounts of the Board of Education be made. The selection of an accounting firm for auditing purposes shall be made annually and prior to the close of the fiscal period after proper review of the services and charges of such independent firm for the previous year.

#### **Payment of Legal and Auditing Fees**

The operating budget for the Board of Education shall contain a request for funds to pay for the services of legal counsel and the services of a certified public accounting firm.

### **Appeals to the Board of Education**

**See: Queen Anne's County Board of Education Appeals Guide.**



**Queen Anne's County Public Schools**  
Preparing World-Class Students Through Everyday Excellence

**Operating Budget Approval Process and Long-Range Educational Facilities/  
Capital Budget Processes**

**Operating Budget**

**Operating Budget Approval Process**

**October**

- Preliminary allocations of Textbook, Materials of Instruction and Media Center Supplies are given to the schools based on 9/30 enrollment.
- Budget forms are distributed to schools.

**November**

- Budget Requests are due to either the Assistant Superintendent of Curriculum and Instruction or the Director of Operations

**December/January**

- Executive Team reviews all requests
- Principals individually present budgets to executive team
- Superintendent's recommended draft budget is developed.

**January**

- Budget work sessions held with Board

**February**

- Proposed budget is presented for 30-day review

**March**

- Board approves budget request to submit to County
- County Commissioners receive Board of Education's Requested Budget

**March/April**

- Budget work session may be between the School Board and the County Commissioners

**May**

- County Commissioners hold public hearing on Proposed County Budget

**May/June**

- County Commissioners take final action on County Budget
- School Board makes necessary adjustments to their budget to meet approved funding levels from the State and County

**Capital Improvement Program (CIP) Process**  
**Capital Improvement Program (CIP) Budget Calendar**

<b>April</b>	Send Maryland Department of Planning projection forecast agreement letter
<b>May</b>	Facilities Master Plan is modified to reflect change in enrollment and other demographic data.
<b>June</b>	Board of Education approves revised Facilities Master Plan to be used as the basis for Local and State Capital Budget development.
<b>July</b>	CIP Projects approved funds available July 1 for prior year requests Approved Facilities Master Plan submitted to Maryland Department of Planning
<b>August</b>	Budgetary calculations completed for next CIP submission
<b>September</b>	CIP Budget presented to and approved by Board of Education
<b>October</b>	Enrollment projections prepared based on actual September 30 enrollment CIP submitted to Public School Construction Program at MSDE and County government
<b>November</b>	Interagency Committee (IAC) for Public School Construction recommendations released
<b>December/ January</b>	County Letter of support due to PSCP IAC recommendations finalized after appeals process
<b>May</b>	Final Board of Public Works decisions released regarding State projects and final approval of County budget is complete
	Cycle begins again for next fiscal year.

## Board Member Expenses

### Purpose

The following guidelines are provided to help Board Members make decisions regarding travel expenditures that will:

- Result in the lowest total cost
- Meet all necessary business objectives
- Provide convenience and safety for travelers

### Objective

It is the Board of Education's intention to reimburse Board Members for reasonable business expenses incurred during the execution of their official duties and responsibilities, not to exceed \$1,000.00 a year for travel and other expenses per Board Member. (Section 3-10A-04 of the Education Article) Each Board Member has a stewardship responsibility for these expenses and should work toward keeping them as low as possible.

Unique circumstances may require action outside of these guidelines. If such a situation arises, Board Members should use good business judgment. When possible, the circumstances should be reviewed with the Board President prior to the event.

### General Travel Planning

Travel plans should be discussed with the Board President in advance of the event. Consider total costs and how one element of travel expense can either increase or decrease another.

Upon approval of the trip, a Registration/Reservation Request form must be completed with all the necessary papers attached to make all of the arrangements. The Registration/Reservation Request needs to be submitted to the Finance Department at least **three** weeks prior to registration deadline, or as soon as the information is received.

Cash advances are available; however, the need for such advances should be minimal. Advances are issued one week prior to departure. When an advance is received, a summary of expenses with receipts and refund of money, when applicable, must be sent to Finance via the Superintendent's office within 10 days of return from the trip.

Original and itemized receipts are required for all individual expenditures.

If a Board member combines personal travel with business travel, reimbursement will be limited to the most economical expense that would have been incurred in traveling on the most direct route, between the location of QACPS business and the Board member's home.

### Registration

All registration paperwork must be completed by the Board member and submitted with the Registration/Reservation Request at least **three weeks** prior to registration deadline or as soon as the information is received. Registration and payment, if applicable, will be made and paid for by the Finance Department.

### **Commercial Air Travel**

Arrangements for commercial air travel will be made and paid for by the Finance Department. The lowest coach airfare will be selected. Cash or credit received for being bumped from flights must be returned to QACPS.

The Finance Department should be given at least **three weeks'** notice to make the necessary reservations. All preferences for dates and times of travel should be indicated on the Registration/Reservation Request form. The Finance Department will, to the best of their ability, adhere to the dates and times of departures and returns as indicated by the Board Member.

### **Hotels**

Hotel accommodations will be secured by the Finance Department as indicated on the Registration/Reservation Request. Porter and baggage gratuities are reimbursable.

Parking can be a significant added cost in major metropolitan areas. Upon checking in, ask if any lower rates are available, since rates can change frequently.

### **Car Rental**

A mid-size or smaller car should be used, unless four or more people are traveling together, or when a larger car will avoid additional car rentals. Whenever possible, rental cars should be refueled before being returned to avoid costly surcharges. All tolls and parking associated with the use of a rental car are reimbursable.

### **Personal Automobile**

Consider whether the use of a personal car is practical, on a trip-by-trip base, based on these factors:

The cost of mileage, the amount of time required to drive, how long you will be away, and the resulting parking costs. Whenever possible, satellite parking should be used. Perhaps an alternate means of transportation, such as a shuttle service would be preferable, in some cases.

### **Telephone Calls**

Avoid hotel surcharges on long distance telephone calls by using a telephone calling card. A detailed, itemized listing including date, time, duration of call, telephone number called, cost and business purpose is required for all reimbursement of telephone calls.

### **Daily Meals & Conference Refreshments**

The per trip average maximum reimbursable cost for meals, including associated tax and gratuities, is \$60.00 per day. No alcoholic beverages, tips and taxes associated with these beverages will be reimbursed. Always request itemized receipts. If the registration fee includes certain meals, meals purchased in the place of these will not be reimbursed.

### **Accounting for Expenses**

In order to account for all expenses associated with the trip, obtain all itemized receipts, summarize and attach them to the Travel and Expense Report. Monies from the trip owed to the Board Member will be approved and payment to the Board Member will be made within 14 days of receipt, subject to the approval.

In the case of an advance, obtain all itemized receipts, summarize and attach them to the Travel and Expense Report. If there is a refund due to QACPS from an advance, please make check payable to QACPS.

The Travel and Expense Report must be submitted to the Finance Department within 10 days from return date of the trip.

Board members may be concerned about whether a particular expense is reimbursable. The following is a list of expenses that will normally not be considered for reimbursement. Questions should be discussed with the Board President.

**Expenses Not Reimbursable: (This list is not all inclusive)**

- In-room movies at hotel
- Mini bars
- Laundry and valet services
- Membership fees for airline and frequent flier clubs
- Membership for health clubs
- Hotel club memberships
- Snacks and refreshments not associated with a business meal or conference
- Incremental costs of double over single occupancy rates when a spouse or guest is not in an authorized travel status
- Excess baggage charges for personal luggage
- Pet care
- Hotel charges associated with cancellation where reasonably prudent actions were not taken to avoid such charges
- Air flight and travel insurance
- Loss of personal funds and property
- Parking tickets or traffic violations
- Clothing/personal items
- Personal charge/credit card fees
- Airline upgrades
- Childcare expenses
- Spouse or guest expenses

**Equipment Use by Board Members**

If equipment is purchased by Queen Anne' County Public Schools for the use of a Board member, that equipment is the property of Queen Anne's County Public Schools and reverts to QACPS at the conclusion of the member's term of office. All efforts will be made to supply the member with operable equipment from within the inventory of QACPS.

## **Recognition of Service**

At the conclusion of his / her tenure in office, a Board member shall be presented with a framed certificate of appreciation, an appropriately engraved plaque, and a lifetime, complimentary pass to all activities sponsored by QACPS.

## *Parliamentary Motions Guide*

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*

The motions below are listed in order of precedence.

Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(77) Close meeting	I move that we adjourn	No	Yes	No	Yes	Majority
(75) Take break	I move to recess for	No	Yes	Yes	Yes	Majority
(72) Register complaint	I rise to a question of privilege	Yes	No	No	No	None
(68) Lay aside temporarily	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
(65) Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
(62) Limit or extend debate	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
(58) Postpone to certain time	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
(55) Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
(47) Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
(p 32) Bring business before assembly (a main motion)	I move that ...	No	Yes	Yes	Yes	Majority

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Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian  
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## Parliamentary Motions Guide

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(82) Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
(84) Suspend rules	I move to <b>suspend the rule</b> requiring	No	Yes	No	No	2/3
(87) Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
(90) Parliamentary question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
(94) Request to <b>withdraw motion</b>	I wish to withdraw my motion	Yes	No	No	No	None
(96) <b>Divide motion</b>	I request that the motion be divided ...	No	No	No	No	None
(99) Demand rising vote	I call for a <b>division of the assembly</b>	Yes	No	No	No	None

**Restorative Main Motions** - no order of precedence. Introduce only when nothing else pending.

(36) <b>Amend a previous action</b>	I move to amend the motion that was ...	No	Yes	Yes	Yes	Varies
(38) Reconsider main motion	I move to <b>reconsider</b> ...	Yes	Yes	Yes	No	Majority
(42) Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	No	Majority
(44) Take from table	I move to <b>resume consideration</b> of ...	No	Yes	No	No	Majority

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## Amendments to Handbook

This Handbook may be amended, repealed, or suspended at a business meeting of the Board of Education of Queen Anne's County, provided that notice of the proposed change shall have been given to each member of the Board at the previous business meeting, and that the action is made by motion and second and carried by a majority vote. If there are 4 or less members of the Board, the action will be carried out by at least (3) affirmative votes.

# Reference

1. *Maryland Annotated Code, Education Article*
2. *Maryland Association of Boards of Education (MABE) Manual*
3. *Maryland School Law Deskbook*
4. *Policy Book* by Queen Anne's County Public Schools
5. *Open Meetings Act Manual* by the Office of the Maryland Attorney General
6. *The Key Words of School Boards Guidebook* by the National School Boards Association

## **NON-DISCRIMINATION STATEMENT:**

In accordance with federal laws, the laws of the State of Maryland and the policies of the School Board of Queen Anne's County, Queen Anne's County Public Schools does not discriminate on the basis of actual or perceived race, color, age, gender, religion, disability, genetic information, national origin, marital status, socioeconomic status, physical characteristics, or sexual orientation in the provision of employment, educational programs, and services. Queen Anne's County Public Schools operates equal opportunity and affirmative action programs for students and staff. Queen Anne's County Public Schools is an equal opportunity/affirmative action employer. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Director of Human Resources for Queen Anne's County Public Schools at 410-758-2403 ext. 176. Inquiries regarding ADA and Section 504 should be directed to the Supervisor of Student Support for Queen Anne's County Public Schools at 410-758-2403 ext. 155. Inquiries regarding Title II should be directed to the Deputy Superintendent at 410-758-2403 ext. 121. Inquiries may also be addressed in writing to the appropriate office at Queen Anne's County Public Schools, 202 Chesterfield Ave, Centreville, Maryland 21617.

For further information on notice of non-discrimination, visit:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **External Agencies**

U.S. Equal Employment Opportunity Commission (EEOC) 1-800-669-4000  
TTY for Deaf/Hard of Hearing callers only 1-800-669-6820  
ASL Video Phone for Deaf/Hard of Hearing callers only 1-844-234-5122

Maryland Commission on Civil Rights (MCCR) 410.767.8600  
(Español-marque el 2) 1.800.637.6247  
Maryland Relay 7-1-1

U.S. Department of Education  
Office for Civil Rights (OCR)  
400 Maryland Avenue, SW,  
Washington, DC 20202  
(202) 401-2000 // 1-800-872-5327  
Fax: 202-453-6012 // TDD: 800-877-8339

For Queen Anne's County School Board information check the QACPS website: [www.qacps.org](http://www.qacps.org).