

Karen B. Salmon, Ph.D.
State Superintendent of Schools

TO: Members of the State Board of Education

FROM: Karen B. Salmon, Ph.D.

DATE: August 27, 2019

SUBJECT: COMAR 13A.07.13 *State Board of Education Teacher Member Election*
PERMISSION TO ADOPT- EMERGENCY REGULATIONS

PURPOSE:

The purpose of this item is to request permission to adopt emergency regulations establishing the process for holding an election to select the teacher member of the State Board of Education. The proposed language addresses all aspects of the candidate nomination and election process.

EMERGENCY REGULATORY PROCESS:

Under Maryland law, a state agency, such as the State Board, may propose a new regulation or an amendment to a regulation whenever the circumstances arise to do so. Md. Code, State Government Article §10-111 provides a process for agencies to adopt regulations on an emergency basis. After the State Board votes to propose the emergency regulation, the Administrative, Executive, and Legislative Review (AELR) Committee and the Department of Legislative Services review the proposed regulation. If a majority of the Committee members approve the emergency regulation, the regulation may take effect immediately, but no sooner than 10 business days after it has been received by the Committee. There is no public comment period. The emergency regulations may be in effect for no more than 180 days, after which the state agency must adopt the regulations through the normal regulatory process if it wishes the regulations to become permanent.

BACKGROUND/HISTORICAL PERSPECTIVE:

On May 24, 2019, Governor Hogan allowed Senate Bill 529/House Bill 87, State Board of Education – Membership – Teacher Parent Members, to become law without his signature. These bills have been codified in Education Article §2-202, which became effective on June 1, 2019. This law increases the membership of the State Board from 12 to 14 members by adding one certified teacher who is actively teaching and one parent of a student enrolled in a public school. The terms for both the parent and teacher members are to begin in January 2020. The teacher member shall be the individual who receives the highest number of votes after an election by teachers in the State. The parent member will be appointed, with the advice and consent of the Senate, from a list of three qualified individuals submitted to the Governor by the Maryland Parent Teacher Association.

The Maryland State Department of Education (MSDE) is responsible for the following:

- Providing notice of a teacher member vacancy to:
 - all certified teachers who are actively teaching in the State; and
 - all teachers' organizations representing teachers in the State for purposes of collective bargaining;
- Developing regulations pertaining to the election of the teacher member;
- Conducting elections in accordance with the regulations adopted by the MSDE; and
- Notifying the Maryland Parent Teacher Association (PTA) of a parent member vacancy.

The MSDE must conduct the election of the teacher member pursuant to regulations that it adopts. Based on this timeframe, the MSDE must hold the election by December 2019.

Emergency regulations are necessary in order to have a procedure in place to govern the whole election, which may involve votes cast by approximately 133,000 licensed teachers in Maryland. The election process must include several months' lead time for:

- the MSDE to inform teachers about the upcoming election;
- candidates to submit themselves for nomination;
- the MSDE to review nominations to ensure that candidates meet the relevant requirements;
- the MSDE to create ballots based on the eligible candidates who submitted nominations; and
- an online election vendor to be procured to conduct the election and report the results to the MSDE.

Given the short time frame in which these tasks must be completed, the MSDE is proposing emergency regulations to govern the initial teacher election. The MSDE shall propose regulations through the normal regulatory process to govern all future elections.

PROPOSED REGULATION:

The proposed regulation outlines the following with respect to the State Board of Education Teacher Member Election:

- Election Schedule
- Election Notice
- Nomination of Candidates
- Election

EXECUTIVE SUMMARY:

The proposed regulations contain the criteria for electing the teacher member of the State Board of Education. The proposed language addresses all aspects of the candidate nomination and election processes.

Members of the State Board of Education

August 27, 2019

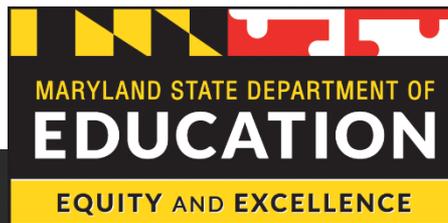
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ACTION:

Request permission to adopt regulation COMAR 13A.07.13 *State Board of Education Teacher Member Election* on an emergency basis.

Attachments: PowerPoint Presentation
Regulations
Nomination Form
State Board of Education Member Responsibilities

State Board of Education: Election of Teacher Member



STATE BOARD MEETING

August 27, 2019

Background

Md. Code, Educ. §2-202 (Senate Bill 529/House Bill 87 State Board of Education – Membership – Teacher Parent Members)

- Increases the Membership of the SBOE from 12-14 members
 - One certified teacher who is actively teaching
 - One parent of a student enrolled in a public school

The Maryland State Department of Education (MSDE) is responsible for

- Providing notice of a teacher member vacancy to:
 - All certified teachers who are actively teaching in the State
 - All teachers' organizations representing teachers in the State for purposes of collective bargaining
- Developing regulations pertaining to the election of the teacher member
- Conducting elections in accordance with the regulations adopted by the MSDE
- Notifying the Maryland Parent Teacher Association (PTA) of a parent member vacancy.

Candidate vs. Voter

Candidate

Hold a Valid Maryland Teaching Certificate

- As defined in COMAR 13A.12.02

Actively Teaching

- Employed full-time (not as a substitute or on extended leave) *and*
- Teaches at least 50% of the workweek or is employed as a Lead Teacher* or Master Teacher*

Be a Maryland Resident

Voter

Hold a Valid Maryland Teaching Certificate

- As defined in COMAR 13A.12.02

* From the Commission on Innovation and Excellence in Education, January 2019 Interim Report Design Element 8e-g Lead Teacher and 8h-j Master Teacher (pgs. 64-65)

Teacher Vacancy on the State Board of Education

- A teacher member vacancy on the State Board can occur under the following circumstances:
 - Term ends
 - Individual resigns
 - Removed from office
 - No longer holds a valid Maryland teaching certificate
 - No longer actively teaching in Maryland
 - No longer resides in Maryland
- New election held at time of vacancy

Election Notice

- **MSDE will provide notice of a teacher member vacancy and upcoming election to all certified teachers in the State.**
 - **Notice will include:**
 - Election schedule
 - Eligibility requirements
 - Voting directions
 - **Notice will be:**
 - Emailed to all certified teachers in Maryland
 - via email addresses registered with the Educator Information System
 - Posted to the MSDE website

Election Schedule

- **MSDE will conduct an election whenever there is a vacancy of the teacher member on the State Board.**
- **MSDE will prepare the schedule for conducting the election to include:**
 - Time period an eligible teacher may obtain a nomination form
 - The date by which a teacher must be certified to qualify as a candidate or to be an eligible voter
 - Submission date for completed nomination forms
 - Date by which the MSDE will confirm the names of the candidates on the ballot
 - Online election dates
 - Date by which the results will be announced publicly

Nomination of Candidates: Eligibility

Eligibility Requirements:

- Maryland resident
- Holds a valid Maryland teaching certificate
- Be actively teaching in a Maryland public or non-public school
- Actively teaching for at least 5 years
- Not have had a certificate suspended or revoked or been convicted of or entered a plea of guilty or nolo contendere for any criminal violation other than a minor traffic offense
- Be current on all federal, state, or local debt without any delinquencies for income, property, or other taxes
- Provide all information on the nomination form
- Complete the State ethics disclosure form

Nomination of Candidates: Required Documentation

To be considered for placement on the ballot a teacher must submit a complete nomination packet on their own behalf.

Nomination packet will include:

- Teacher's name, current school, and assignment
- Teacher's mailing address, email address, and phone number (this will not be included on the ballot)
- Brief biography and a resume/curriculum vitae
- A personal statement explaining why the teacher should be elected to the SBOE
- Confirmation from the human resources director, or equivalent position, of the teacher's current employer verifying that the teacher is actively teaching and has completed a criminal background check
- Verification of completion of the State ethics disclosure form
- Three letters of support recommending the teacher for election to the SBOE
- The signature of the local school system superintendent or head of a nonpublic school's legal authority acknowledging the need to provide classroom coverage and other support for an educator if he or she is nominated to serve on the SBOE

The Department shall include a candidate to the election ballot if he or she meets all of the eligibility requirements and submits all of the information required.

Nomination of Candidates: Disqualification

The Department shall reject a candidate who fails to meet the eligibility requirements or fails to submit all of the information required in the nomination packet.

The name of a candidate will be removed from the ballot if:

- The teacher requests in writing that his or her name be withdrawn
- The teacher no longer holds a Maryland certificate
- The teacher is no longer actively teaching in Maryland
- The teacher has made false statements or presented false documents in connection with his or her nomination
- A local school system, nonpublic school, or the Department files charges against the teacher's certificate
- The teacher is arrested for a cause that could lead to the suspension or revocation of the teacher's certificate

Nomination of Candidates: Special Circumstances

- **Only one eligible teacher is nominated**
 - MSDE will forward the name of the single candidate to the Governor for appointment
 - MSDE will notify all certified teachers that the election is canceled and provide the name of the candidate elect
- **No eligible teachers are nominated**
 - MSDE will cancel the election and prepare a new election schedule
- **More than 25 eligible candidates are nominated**
 - MSDE will schedule two rounds of voting:
 - Round one will include all eligible candidates (i.e. primary)
 - Round two will include the 5 candidates who received the most votes during round one
 - The candidate with the most votes in round two will win the election

Election

The election will be conducted online.

Ballots:

- All licensed teachers will receive access to a ballot through notice provided by the Educator Information System and on the MSDE website
- Will be in alphabetical order
- Will include the name of each candidate and his or her current school and teaching assignment
- May include additional relevant biographical information about the candidate on the ballot, including a candidate's personal statement, resume, biography, and other information submitted as part of the nomination form
- May be voided if the voter loses their certificate during election period or the teacher attempts to manipulate the election results, cast multiple votes, or otherwise interferes with the integrity of the election

Voting:

- The MSDE will designate one week for voting
- Each certified teacher in Maryland may cast one vote

Results

Reporting Results:

- Candidate with highest number of votes will win the election
- In the event of a tie the MSDE will conduct a run-off election
- Candidates will be notified of the preliminary results including total number of votes received by each candidate
- Results will be reported to the public including the number of votes received for each candidate within 30 days after the end of the voting period

Challenging Results

- An unsuccessful candidate may challenge the results by filing a formal protest, in writing, within 5 days of the preliminary results
- The MSDE will decide all protests within 10 days of receipt



Questions?

TITLE 13A STATE BOARD OF EDUCATION

Subtitle 07 SCHOOL PERSONNEL

Chapter 13 State Board of Education Teacher Member Election

Authority: Education Article, §2-202, Annotated Code of Maryland _____

.01 Scope.

This chapter establishes the process for electing the teacher member to the State Board of Education whenever there is a vacancy in that position.

.02 Definitions.

A. Terms Defined. In this chapter, the following terms have the meanings indicated:

- (1) "Actively teaching" means an individual is:
 - (a) Employed full-time;
 - (b) Not employed as a substitute;
 - (c) Not on extended leave; and
 - (d) Teaching for at least 50 percent of the work week, or serving as a master or lead teacher.
- (2) "Candidate" means a teacher actively teaching in Maryland and licensed in Maryland who has met the nomination requirements to stand for election to a seat on the State Board of Education.
- (3) "Department" means the Maryland State Department of Education.
- (4) "Lead Teacher" means a nationally-board-certified teacher who has the capacity to lead other teachers working in teams to improve the curriculum, instruction, and assessment in the school in an effective and disciplined way, teaches roughly 50 percent of working hours, and spends the remaining time mentoring new and struggling teachers and leading workshops and demonstrations at the school level.
- (5) "License" means an educator credential issued by the Department, which allows the holder to practice the area(s) of licensure noted.
- (6) "Master Teacher" means a nationally-board-certified teacher who has demonstrated exceptional skill as a Lead Teacher and is ready to oversee the work of other Lead Teachers, teach roughly 40% of working hours, and spend the remaining time mentoring Lead Teachers, and leading workshops and demonstrations at the school and district level.
- (7) "Teacher member-elect" means the teacher candidate who received the highest number of votes from licensed teachers in the State in an election conducted by the Department.
- (8) "Vacancy" means a teacher member:
 - (a) Has resigned as the "teacher member" on the State Board of Education, or his or her designated term has ended;
 - (b) Has been removed from office;
 - (c) Is no longer licensed to teach in the State; or
 - (d) Is no longer actively teaching in the State.

.03 General Provisions.

A. The Department shall conduct an election to determine the teacher member-elect, whose name shall be presented to the Governor for appointment to the State Board of Education, with the advice and consent of the Senate.

B. The teacher member elect shall be selected from a list of candidates provided by the Department to all licensed teachers in the State.

C. A teacher member's seat on the State Board of Education shall become vacant if the teacher fails to hold licensure in Maryland or stops actively teaching.

.04 Election Schedule.

A. The Department shall conduct an election whenever there is a vacancy of a teacher member of the State Board of Education.

B. The Department shall prepare a schedule for conducting the election that conforms to the requirements of §C of this regulation.

C. The election schedule shall include the following information:

- (1) The time period during which an eligible teacher may obtain a nomination form from the Department;
- (2) The date by which a teacher must be licensed in order to qualify as a candidate or be an eligible voter in the election;
- (3) The date completed nomination forms shall be submitted to the Department;
- (4) The date the Department shall certify the names of all candidates on the ballot;
- (5) The dates the Department shall conduct the online election; and
- (6) The date that election results shall be announced publicly.

D. The election schedule shall be posted online and transmitted by email to all licensed teachers in the State using the e-mail addresses provided by those educators to the Department.

.05 Election Notice.

A. The Department shall provide notice of a teacher member vacancy and election to all licensed teachers in the State.

B. The notice shall include:

- (1) The election schedule set by the Department;
- (2) An explanation of the eligibility requirements to serve as a teacher member on the State Board of Education and how to become a candidate;
- (3) Information on how to vote for a teacher candidate to the State Board of Education; and
- (4) Any other information the Department considers necessary for eligible voters to fully understand the purpose and procedures of the election.

C. The Department shall circulate the election notice by:

- (1) Sending a copy to all licensed teachers in Maryland via the email address registered with the Department's Educator Information System; and
- (2) Posting the information to the Department's website.

.06 Nomination of Candidates.

A. The name of an eligible teacher shall be placed on the ballot as a candidate if the Department certifies that they have met the criteria set by this regulation.

B. Eligibility Requirements. To be placed on the ballot, a teacher must:

- (1) Be a resident of Maryland;
- (2) Be licensed to teach in Maryland;
- (3) Be actively teaching in a public or non-public school in Maryland;
- (4) Have been actively teaching for at least five years;
- (5) Not have:
 - (a) Had a license suspended or revoked by the Department; or
 - (b) Been convicted of or entered a plea of guilty or nolo contendere for any criminal violation other than a minor traffic offense;
- (6) Be current on all federal, state, or local debt, without any delinquencies for income, property, or other taxes;
- (7) Provide all of the information required by the nomination form; and
- (8) Complete an ethics disclosure form.

C. Nomination Form.

- (1) A teacher shall submit a complete nomination form in order to be considered for placement on the ballot.
- (2) Teachers shall only nominate themselves as candidates.
- (3) All nomination forms shall include the following:
 - (a) The teacher's name, current school, and assignment area;
 - (b) The teacher's mailing address, email address, and phone number;
 - (c) A brief biography of not more than 500 words and a resume, which shall include the teacher's prior teaching assignment(s) and the length of time at each;
 - (d) A personal statement of not more than 500 words explaining why the teacher should be elected to the State Board of Education;
 - (e) Confirmation from the human resources director, or equivalent position, of the teacher's current school verifying that the teacher is actively teaching and has completed a criminal background check;
 - (f) Three letters of support recommending the teacher for election to the State Board of Education, which may be from any combination of the following:
 - (i) An administrator at the teacher's current or former school;
 - (ii) A teacher at the teacher's current or former school; or
 - (iii) A parent of a current or former student;
 - (g) The signature of the local school system superintendent or head of a nonpublic school's legal authority acknowledging the need to provide classroom coverage and other support for an educator if he or she is nominated to serve on the State Board of Education; and
 - (h) A completed ethics disclosure form.

D. The Department shall provide teachers with at least 30 days in which to submit a nomination form after the Department sends notice of a teacher member vacancy.

E. Selection or Rejection as Candidate.

- (1) The Department shall add a teacher's name as a candidate to the election ballot if he or she meets all of the eligibility requirements and submits all of the information required by the nomination form.
- (2) The Department shall reject teachers as candidates if they fail to meet the eligibility requirements or fail to submit all of the information required by the nomination form.
- (3) Upon request of the teacher, the Department shall provide a teacher the reasons for rejecting him or her as a candidate for election.
- (4) The name of a candidate shall be removed from the election ballot if:
 - (a) The teacher requests in writing that his or her name be withdrawn;
 - (b) A local school system, nonpublic school, or the Department files charges against the teacher's license;

- (c) The teacher is arrested for a cause that could lead to the suspension or revocation of the teacher's license;
 - (d) The teacher no longer holds a license in the State;
 - (e) The teacher is no longer actively teaching in the State; or
 - (f) The teacher has made false statements or presented false documents in connection with his or her nomination.
- (5) The Department's determination of whether a teacher shall be added, removed, or rejected as a candidate on the election ballot shall be final.

F. Only One Eligible Teacher as Candidate.

(1) If the Department certifies that only one eligible teacher qualifies as a candidate, the Department shall forward the name of the single candidate to the Governor for appointment.

(2) The Department shall notify all licensed teachers in the State of the cancellation of the election and the name of the teacher member-elect.

G. No Eligible Teacher as Candidate. If the Department is unable to certify any teachers as candidates, the Department shall:

- (1) Cancel the election; and
- (2) Prepare a new election schedule.

H. More than 25 Eligible Candidates.

(1) If more than 25 teachers meet the qualifications to be placed on the ballot as candidates, the Department shall automatically schedule two rounds of voting.

(2) The first round of voting shall include all candidates who meet the requirements to be placed on the ballot.

(3) The second round of voting shall include the five candidates who received the most votes during the first round of voting.

(4) The candidate who receives the most votes after the second round of voting shall win the election.

.07 Election.

A. The Department shall conduct an online election.

B. Ballots.

(1) Candidates shall be listed in alphabetical order on the ballot.

(2) Each licensed teacher in the State shall receive access to a ballot through notice provided by the Department's Education Information System.

(3) The ballot shall, at a minimum, have the name of each candidate and his or her current school and teaching assignment.

(4) The Department may include additional relevant biographical information about the candidates on the ballot, including a candidate's personal statement, resume, biography, and other information submitted as part of the nomination form.

C. Voting.

(1) The Department shall designate one week during which votes may be cast.

(2) In the event that more than 25 candidates are on the ballot, the Department shall schedule a second round of voting that includes the five candidates who received the most votes during the first round of voting.

(3) The Department shall extend the voting period for a run-off election in the event that the final two candidates receive the same number of votes.

(4) The Department may extend the voting period for up to an additional week at its discretion.

(5) Each licensed teacher in the State may cast one vote.

(6) Voiding Ballots. The Department may void a teacher's ballot if:

(a) the teacher loses his or her license during the election period; or

(b) the teacher attempts to manipulate election results, cast multiple votes, or otherwise interfere with the integrity of the election process.

(7) Technical Assistance.

(a) The Department or election vendor shall provide technical assistance to teachers who experience technical problems in casting a ballot if the problems are reported during the voting period.

(b) Technical problems that are reported after the end of the voting period shall not be grounds to cast a new ballot or otherwise delay the election results.

D. Reporting the Results.

(1) The candidate receiving the highest number of votes shall win the election.

(2) In the event of a tie, the Department shall conduct a run-off election.

(3) The Department shall notify all candidates of the preliminary results of the election, including the total number of votes received by each candidate.

(4) The Department shall report to the public the total number of votes received by each candidate and the Department's final determination of the winner within 30 days after the end of the voting period.

E. Challenging the Results.

(1) An unsuccessful candidate may challenge the election results by filing a formal protest in writing to the Department within 5 days of being informed of the preliminary results.

(2) The Department shall decide all protests within 10 days of receiving them.

KAREN B. SALMON, Ph.D.
State Superintendent of Schools

Part I -- Application Form

TEACHER INFORMATION

Submit all nomination materials in one complete document to Sarah Spross at sarah.spross@maryland.gov. Use the subject line **LastName, FirstInitial SBOE Teacher Member Nomination**

HOME INFORMATION

Nominee's Name _____

Preferred Name _____

Home Address _____

City _____ State _____ Zip Code _____

Home Telephone _____

Home E-mail _____

Mobile/Cell Phone _____

Signature _____

My signature represents that I understand that the term will be 2 years and 6 months beginning January 1, 2020, terminating June 30, 2023. I understand that I must remain actively teaching, continue to hold a license to teach in Maryland, and that all information submitted is accurate and complete.

SCHOOL INFORMATION

School Name _____

School Address _____

City _____ State _____ Zip Code _____

Telephone _____ Teacher's School Email _____

Number of Students in Nominee's School: _____

Major Subject Area (if applicable) _____ Grade Level _____

Total Years of Teaching Experience _____ Years in Present Position _____

HUMAN RESOURCES DIRECTOR or EQUIVALENT POSITION/SIGNATURE

Name _____ Title _____

School Name _____

Telephone _____ Email _____

Signature of Human Resources Director/Equivalent _____ Date _____

My signature verifies that the teacher candidate:

- Is actively teaching;
- Is not the subject of disciplinary action; and
- Has had a background check completed in accordance with Family Law § 5-560 and Education Article §6-113.2.

SCHOOL SYSTEM SUPERINTENDENT or CHIEF OFFICER OF THE LEGAL AUTHORITY OF THE NONPUBLIC SCHOOL /SIGNATURE

Name _____ Title _____

Business Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

I acknowledge that the nominee submits this application with the understanding that the term will be 2 years and 6 months beginning January 1, 2020, terminating June 30, 2023. If the nominee is selected as the State Board of Education Teacher Member, he or she will be given time out of class to attend State Board of Education meetings and functions.

Signature of Local Superintendent or Chief Officer _____ Date _____

By completing this application form, you agree that any or all of the attached materials (other than home address, e-mail, and telephone numbers) may be disseminated to the public in connection with the State Board of Education Teacher Member election.

Part II – Resume and Biography

RESUME – FILL IN INFORMATION TO ADDRESS THE FOLLOWING CATEGORIES (no more than two pages and do not include your home address, email, or telephone number):

Save document as - [LastName_Resume.doc](#)

- A. Education
- B. Certifications
- C. Experience
- D. Leadership
- E. Awards/Other Recognition

PROFESSIONAL BIOGRAPHY

Please complete your professional biography in the third person, as this will be used in the election process. Your bio should include the following information: Name of college(s)/university(s) attended, degree(s) received, the year(s) your degree(s) was received, school leadership teams, community involvement, and any awards received. **(100 words provided in Microsoft Word)**

Save document as - [LastName_Biography.doc](#)

By completing this section, you agree that your resume and biography can be disseminated to the public in connection with the State Board of Education Teacher Member election.

Part III – Personal Statement

Personal Statement

Please complete your personal statement explaining why you should be elected to the State Board of Education. **(maximum 500 words provided in Microsoft Word)**

Supporting Evidence

The nominee must attach three (3), one-page recommendations that support why they should be elected to the State Board of Education as the teacher member. These letters can be from a combination of the following and each should **NOT EXCEED** one page in length.

- An administrator at your current or former school;
- A teacher at your current or former school; or
- A parent of a current or former student.

By completing this section, you agree that your personal statement and reference letters can be disseminated to the public in connection with the State Board of Education Teacher Member election.

Part IV – Additional Documentation

Ethics Disclosure

Submit documentation indicating that you have completed your State Ethics Disclosure form. This form may be found at <https://efds.ethics.maryland.gov/>.

Conflict of Interest Questionnaire

Submit documentation indicating that you have completed your Conflict of Interest form. This form may be found <https://govappointments.maryland.gov/instructions-for-filling-out-the-general-application-form/>. Click on the how to fill out the exemption disclosure form.

Convictions:

Have you ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the State offenses of operating under the influence of liquor, operating while impaired, reckless driving or the equivalent offenses in other states)

Yes/No: _____

If yes, please provide a detailed explanation:

Delinquencies:

Are you delinquent on any federal, state, or local debt? (Include delinquencies for income, property, or other taxes, governmental loans, overpayment of benefits, required payments into or under governmental programs, and other debts or required payments to the government plus any defaults on or under loans which are or where guaranteed, insured, or subsidized by any unit of government.)

Yes/No

If yes, please provide a detailed explanation:

Although the information in this section may be requested by the public through a Public Information Act request, your responses will not be disseminated to the public as part of the candidate ballot.

State Board of Education

Member Responsibilities

The information below is intended to provide potential teacher member candidates insight regarding the responsibilities of a State Board of Education member.

Vision: To ensure all students have access to a world class educational system that prepares them to graduate ready for post-secondary learning, rewarding work, and success in society and life.

Mission: Provide leadership, set policy, and advocate for continuous improvement of Maryland's educational system to achieve the following:

- Assist every student to realize his or her potential.
- Develop and support a strong accountability system to increase academic success for all students
- Promote a safe, healthy, and orderly environment for learning and teaching
- Ensure educator and administrator effectiveness
- Promote students' physical, mental, social, and emotional well-being
- Expand high-quality educational opportunities for students and parents
- Work with districts to strengthen infrastructure
- Increase communication and partnerships with stakeholders statewide

Expectations of State Board Members

- Make decisions based on the best interests of the State, not those of a special interest group or local subdivision.
- Attend Board meetings. Board members should notify the President or the Board Office if they cannot attend part or all of a Board meeting. (A member of the State Board who fails to attend at least 50% of the meetings of the Board during any consecutive 12-month period shall be considered to have resigned pursuant to State Government Article, § 8-501 of the Annotated Code of Maryland).
- Read all written materials prior to each meeting in preparation for discussion and decision making.
- Actively participate in decision making.
- State Board members often possess expertise in education policy and practice. We must expect that they will, in their private capacities, work on, write, and speak about education issues. However, when a Board member is publicly engaging in an issue that is before the State Board or that is specifically about Maryland policy or practice, that Board member should make clear that s/he is expressing personal views and not speaking on behalf of the Board.
- Recognize that individual members have no authority to bind, speak, or act for the State Board or Department of Education, except as authorized by the State Board as a body.
- Avoid committing the Board to a position with public comments except when Board policy is already clearly established.
- Support official actions, policies, and positions of the State Board and refrain from publicly opposing decisions/actions once they are adopted.
- Respect and protect the confidentiality of all information shared and discussed in Executive Sessions of the Board.
- Comply with the State Ethics Law, including annual submission of Financial Disclosure Forms, and avoid even the appearance of a conflict of interest.
- Show respect for fellow Board members, staff, and members of the public.
- Refrain from comments concerning family members, personal philosophy, and personal experiences in order to have public sessions conducted in a professional and business-like manner.
- Serve as a liaison to commissions, committees, and task forces for the Department of Education and external organizations, as needed, and provide regular updates to the Board.