



## **I. Policy Statement**

The Board of Education of Howard County believes that public schools are strengthened when communities are actively engaged in the education process. In support of this belief, the Board is committed to providing multiple opportunities for responsible community participation in the operation of the school system. Advisory committees provide one means to achieve this objective and allow interested community members to become more effectively involved in the educational process.

The Board establishes the Community Advisory Council as a standing committee which reports directly to the Board of Education and serves as a channel for public concerns, advice, and information to reach the Board. The committee shall also receive from the community or the Board concerns, information, and inquiries about matters within the province of the Board and research issues as appropriate. The Board may establish additional advisory committees at its discretion.

## **II. Purpose**

The purpose of this policy is establish the Community Advisory Council and to provide guidelines for other advisory committees to the Board of Education.

## **III. Definitions**

- A. Advisory Committee – A committee convened in accordance with the public school laws of Maryland with the goal of providing broad input into the policies and operation of the school system or schools. Membership in advisory committees may include parents, teachers, students, and other community members.
- B. Community Advisory Council (CAC) – A standing advisory committee established in accordance with the public school laws of Maryland to advise the Board and to facilitate its activities and programs in the public schools.

## **IV. Standards**

- A. Community Advisory Council (CAC)

1. The CAC shall consider matters pertinent to public education and present concerns and recommendations in accordance with its bylaws to the Board for consideration and possible action. The CAC shall also respond to requests from the Board for research and recommendations.
2. The CAC will have regular appointments at meetings of the Board and will present a formal report to the Board at the end of each year. All reports of the CAC shall be presented directly to the Board by the CAC Chairman/designee. Informational copies of all written reports will be provided to the Superintendent and appropriate Department of Education staff members.
3. Membership in the CAC
  - a. Each school's parent-teacher or parent-teacher-student organization may designate a person to serve as a member of the CAC in accordance with CAC bylaws.
  - b. The PTA Council of Howard County (PTACHC) may designate a person to serve as a member of the CAC in accordance with CAC bylaws.
  - c. The Howard County Association of Student Councils (HCASC) may designate a person to serve as a member of the CAC in accordance with CAC bylaws.
  - d. Additional members may be approved by the membership in accordance with CAC bylaws.
4. The Superintendent of Schools will designate a staff member to serve as liaison to the CAC.
5. Provision will be made by the Board for secretarial assistance and other expenses of the CAC.

B. Additional Advisory Committees to the Board of Education

1. The Board may appoint additional advisory committees to the Board as it may deem necessary or appropriate. Public notice shall be given when advisory committees to the Board are established.
2. Advisory groups established under this policy must have a specific charge which establishes their advisory role, pre-determined rules for operation, a projected timeline for completion of work, a person with overall responsibility, provisions for establishing membership, and a designation as to whom reports are submitted. Advisory committees to the Board shall address only those specific matters for which they are appointed.

3. Each advisory committee shall establish its own procedures for receiving and responding to public input during its deliberations.
4. In selecting members of advisory committees, the following guidelines should be followed:
  - a. Appointees should have an interest and/or expertise in the identified purpose or charge established for the committee.
  - b. Appointments should endeavor to reflect the diversity of the community and to be balanced, as appropriate to the topic, by socioeconomic status, race/ethnicity, gender, geographic area, and/or range of viewpoints.
  - c. Groups invited to provide representation on the committee reflective of the diversity of the community and a range of stakeholder groups should include, but not be limited to:
    - i. American Federation of State, County and Municipal Employees (AFSCME)
    - ii. Community Advisory Council (CAC)
    - iii. Equity Council
    - iv. Howard County Administrators Association (HCAA)
    - v. Howard County Association of Student Councils (HCASC)
    - vi. Howard County Education Association (HCEA)
    - vii. PTA Council of Howard County (PTACHC)
5. Members of advisory committees should be given sufficient background information and/or access to resources to carry out their responsibilities.
6. Advisory committees to the Board shall report to the Board, not to individual members of the Board. All reports shall be transmitted directly to the Board, with informational copies to the Superintendent.
7. Action on matters considered by advisory committees to the Board shall be at the Board's discretion.
8. Each advisory committee to the Board shall have a member of the Superintendent's staff assigned to serve as a liaison between the school system and the committee, to provide for the use of resources, and to advise in the preparation of reports. Additional staff members may be assigned to the committees by the Superintendent as needed or as requested by the committee.

C. Other

1. Committees established under this policy shall serve in an advisory capacity only and shall not conflict in any way with the responsibilities of the Board, nor shall they in any way alter the relationships between the Board and individuals or groups who may wish to meet with or present issues to the Board.
2. Advisory committees shall meet at times and places convenient to its members and shall provide reasonable public notice of the dates, times, and locations of their meetings.
3. Except as specifically authorized by the Board, advisory committees shall not obligate the Board for the payment of any funds.

**V. Compliance**

Advisory committees to the Board shall comply with provisions of the Maryland Open Meetings Act.

**VI. Delegation of Authority**

Advisory committees to the Board are authorized to establish bylaws or operating procedures for the conduct of their organizational functions, which are subject to review by the Board.

**VII. References**

A. Legal

The Annotated Code of Maryland, Education Article, Section 4-112 (Advisory Committees)

The Annotated Code of Maryland, State Government Article, Sections 10-501, 502, 505, 507 (Open Meetings Act)

B. Other Board Policies

Policy 2050 Advisory Committees to Staff and Schools

Policy 10000 Parent, Family, and Community Involvement

ADOPTED: December 13, 1990

AMENDED: February 8, 2007

EFFECTIVE: July 1, 2007