

FRAMEWORK FOR THE HCPSS MATHEMATICS ADVISORY COMMITTEE (MAC)

ARTICLE I: NAME

The name of this advisory shall be the Howard County Public School System Mathematics Advisory Committee (MAC).

ARTICLE II: MISSION STATEMENT

The mission of the Mathematics Advisory Committee is to give support, lend its collective insights and advice to, and advocate for the HCPSS mathematics program. The Mathematics Advisory Committee will serve as a forum for sharing ideas, information and concerns, and suggesting initiatives for the continuous improvement and academic excellence of the HCPSS mathematics program.

ARTICLE III: PURPOSE

The purpose of the Mathematics Advisory Committee is to:

1. Support equitable access to high quality mathematics teaching and learning for all students and families;
2. Serve as a forum for the exchange of ideas related to the continued improvement of the HCPSS mathematics instructional program;
3. Provide public support and general advocacy for the mathematics instructional program within the school system and to the general public;
4. Study issues related to the mathematics instructional program needs and services;
5. Assist in the review and development of proposed new or revised instructional materials, programs and/or offerings;
6. Assist with program alignment for the successful matriculation to the workforce and post-secondary education;
7. Advocate for appropriate budget allocation to elementary and secondary mathematics programs;
8. Provide advocacy for and assistance with HCPSS enrichment opportunities and/or extracurricular mathematics related programs; and
9. Support efforts to retain HCPSS mathematics teachers and teacher leaders, and recruit the most well-prepared mathematics teacher candidates who reflect the diversity of the HCPSS's student population.

ARTICLE IV: MEMBERS

Section 1. Number of Members

The Committee shall have a minimum of 12 members and a maximum of 25.

Section 2. Members from the HCPSS Community

- a. Five teacher representatives, including one elementary teacher, one middle school mathematics teacher, one high school mathematics teacher; one mathematics specialist, and one mathematics coach.
- b. The Coordinators for both Elementary and Secondary Mathematics (who are ex-officio members), and/or designees.
- c. Two high school students.
- d. College/university educator(s), including a member(s) from the Howard Community College (HCC) department of mathematics.

Section 3. Selection of Members-at-Large from Residents of Howard County

- a. Current at-large-members and the Coordinators of Elementary and Secondary Mathematics, shall appoint new members-at-large from a pool of applicants who have responded to public, advertised recruitment for participants.
- b. Members-at-large shall reflect the diversity of the Howard County community and represent a range of viewpoints and expertise.
- c. Members-at-large shall be representatives of diverse geographical locations within Howard County.

Section 4. Terms of Memberships

- a. The teacher representatives shall be appointed for a two-year term with the possibility of reappointment.
- b. The student representatives shall be appointed for one year.
- c. Members-at-large shall be appointed for a two-year term, with the possibility of reappointment.
- d. The Committee Chairperson shall fill any position that becomes vacant during the school year from the pool of interested candidates.

Section 5. The date for beginning a term shall be September 1.

Section 6. A member shall forfeit membership on the Committee if three successive meetings are missed without presenting to the MAC Chairperson, in advance, a valid reason for absence and a valid reason for wishing to continue service.

Section 7. If the Coordinator of Elementary Mathematics or the Coordinator of Secondary Mathematics cannot attend a meeting, then a designee shall attend the meeting in their place.

ARTICLE V: OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a Chair, a Vice Chair, and a Secretary, each serving a two-year term. These positions are held by non-staff members, except in an acting (temporary) role, and until a MAC member is found to resume the role.

Section 2. The officers shall be elected at the last meeting of the academic year by majority vote of the committee members.

Section 3. Chairperson Duties

- a. Presides at all meetings.
- b. Serves as Chair of the Executive Committee.
- c. Appoints standing and/or special committees, as need arises.
- d. Develops meeting agendas and distributes them prior to meetings.
- e. Notifies members of dates of regular, executive, and special meetings.
- f. Distributes the minutes to all members of the MAC.
- g. Appoints new members in the event a vacancy arises.

Section 4. The Vice Chairperson Duties

- a. Shall perform the duties of Chairperson in the Chairperson's absence or at the Chairperson's request.
- b. Assumes the Chairperson position if the position becomes vacant before the end of the term.

Section 5. Secretary Duties

- a. Keeps the minutes of all regular and Executive Committee meetings.
- b. Takes the roll of attendees for all meetings.

Section 6. Executive Committee

- a. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, the Coordinator of Elementary Mathematics, and the Coordinator of Secondary Mathematics.
- b. The Executive Committee shall prepare agenda items for regular meetings.
- c. The Executive Committee shall act on urgent committee matters between meetings of the Committee.
- d. The Executive Committee shall call for special meetings of the Committee as needed.

ARTICLE VI: SCHOOL SYSTEM STAFF

Section 1. The Coordinator of Elementary Mathematics and Coordinator of Secondary Mathematics, or their designees, will be present at every meeting.

Section 2. Duties

The Coordinators of Elementary and Secondary Mathematics, or their designees, shall:

- a. Serve as liaisons, provide technical assistance, leadership, and ensure compliance with school system policies and procedures.
- b. Ensure that members of the committee have sufficient information and access to resources to carry out their responsibilities, mission, and purpose.
- c. Maintain a roster of members, including contact information.
- d. Write and distribute thank you letters to each active member of the Mathematics Advisory Committee, at the end of each academic year.

ARTICLE VII: MEETINGS

Section 1. The Mathematics Advisory Committee shall meet a minimum of 5 times during the school year, and may arrange to meet with other HCPSS Advisory Committees, as needed. Representatives from the MAC will attend at least one designated Secondary Mathematics Leadership meeting, with an option of attending a joint Elementary/Secondary Mathematics [Instructional] Support Teacher meeting, and be provided an appropriate amount of time on the agenda(s). The committee, as a whole, or designated representatives from the MAC, may attend a meeting during curriculum development workshops.

Section 2. The Executive Committee shall meet at least one time in advance of each regular advisory committee meeting to determine the agenda.

Section 3. Designated sub-committees shall meet as needed throughout the school year.

Section 4. Schedules of committee meetings shall be made available to all members at the beginning of the school year.

Section 5. An agenda shall be prepared and provided to committee members at least one week prior to each meeting.

Section 6. Meetings shall not be more than 90 minutes long unless a majority of the members vote to continue a meeting beyond that limit.

Section 7. A quorum (which is a majority of members) must be present to approve recommendations by the committee.

ARTICLE VIII: END-OF-YEAR REPORT

The Executive Committee will prepare and submit an end of year report to the HCPSS Executive Director of Curriculum, Instruction and Assessment, which could include:

- List of committee goals, activities, and recommendations
- Copies of meeting minutes and action items
- Statement from the Chairperson on committee accomplishments
- List of committee members.

ARTICLE IX: BYLAW AMENDMENTS

This operating framework may be amended by a two-thirds affirmative vote of the MAC membership, including absentee votes, given a thirty-day written notice, at any regular committee meeting or at a specially called meeting.