

Baltimore County Area Educational Advisory Councils Operating Procedures

Introduction

The Educational Advisory Councils of Baltimore County function as community liaisons and informed advisors to the Board of Education. The Councils exist to strengthen the relationship between the school system and the community by:

- educating citizens on public school issues;
- promoting interest and involvement in public school affairs
- and advising the Board of Education

Educational Advisory Council Mission

With careful attention to input from the community, area educational advisory councils are charged with advising the Board of Education on matters related to public education. The Board of Education neither delegates its authority or responsibility for decision and policy making nor obligates itself to adopt the recommendations for suggestions of the educational advisory councils. The Board seeks input to facilitate the crafting of policy that is sensitive to the needs of children in the context of their communities.

Educational Advisory Council Overview

- The Council is comprised of five area councils that correlate with the five administrative areas of the Baltimore County Public School (BCPS) system. The areas are: Southeast, Northeast, Central, Northwest and Southwest.
- The Board of Education will appoint a Coordinator who may not serve as a member of any of the area educational advisory councils, but will serve as a member *ex officio* on each area educational advisory councils
- Each area council will have no more that 17 members appointed by and responsible to the Board of Education. It is the goal of the area councils that the membership shall reflect the geographic, racial and ethnic diversity of the schools in each area.
- The Executive Director of Schools for each area will serve as the BCPS staff liaison to the area educational advisory council.
- The area advisory councils will elect their own officers and each will be responsible for developing and carrying out a local program in coordination with the Educational Advisory Council as a whole.
- The Board of Education will maintain close communications with the area educational advisory councils by providing opportunities for the area educational advisory councils to present comments at regularly scheduled Board of Education meetings and by hosting joint meetings with Council members and officers.

Area Educational Advisory Council Coordinator

1. **Role.** The Coordinator for the Area Educational Advisory Council works with the Board of Education, the Superintendent and the BCPS Educational Advisory Council Liaison to set a coordinated agenda for the year, facilitate communications among the 5 area educational advisory councils and preside over the joint meetings of the area educational advisory councils.
2. **Term.** The term of office for the area educational advisory council coordinator shall be two (2) years. The coordinator shall be eligible for one (1) reappointment.

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3. Application Process. Nominations for coordinator may be made by the area educational advisory councils. A person shall have served at least three (3) years on an area educational advisory council to be eligible for appointment as coordinator.
4. Duties.
 - a. The Coordinator shall maintain communication with the area councils and solicit input from the 5 area educational advisory councils and their communities when the need arises.
 - b. The Coordinator coordinates an agenda for the year to address system-wide concerns while leaving room for the areas to set up local programs to address local issues and concerns.
 - c. The Coordinator represents the Educational Advisory Council at meetings and events in which stakeholder participation is sought and will report in person at regularly scheduled Board of Education meetings at least once per month. The coordinator may ask any area educational advisory council chairperson to give the report for any meeting that he/she cannot attend.
 - d. The Coordinator will collaborate with the BCPS Education Coalition on important advocacy issues such as the state and local budgets and other legislative matters.

Area Educational Advisory Council

1. Composition. Each area educational advisory council shall contain no more than 17 members. Membership should reflect the geographic, ethnic and racial diversity of the area. Not more than 3 members can be employees of BCPS. Each council will have a Chairperson, Vice-Chairperson and Recording Secretary.
2. Membership. Parents, community members, teachers, representatives of community organizations, businesses and service organizations and students may apply for membership on any of the area advisory councils.
3. Term. An advisory council member is appointed for a 3-year term and may serve no more than three (3) consecutive terms for a total of no more than nine years service.
4. Duties.
 - a. Attendance. A member is expected to attend both area educational advisory council meetings and joint meetings of the advisory councils and at least one board of education meeting per year. If a member cannot attend a scheduled meeting, he/she should inform the area chair. If a member is absent for three (3) or more meetings during a one-year period without sufficient reason, the area educational advisory council may recommend termination of the individual's membership. The Board may terminate the individual's membership at its discretion.
 - b. A member is expected to serve as a liaison to a designated number of schools in his/her area to be determined annually at the end of year planning meeting. As a liaison, the member identifies him/herself to the school community, communicates with the school and informs the school community about the advisory council and its events.
 - c. A member is expected to keep apprised of educational issues and maintain his/her community ties.
 - d. A member is expected to participate in the planning and execution of meetings and hearings and serve, as needed, on ad hoc or standing committees to carry out the work of the council.

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5. Meetings. The area councils shall set their meeting dates at the planning meeting at the end of the year. The Coordinator shall forward the dates for the joint meetings prior to that time. A pre-budget hearing shall be set in October in each area. Once the dates are set the Chairs shall send the schedule to the Coordinator for distribution. Area Executive Directors shall assist in securing facilities for area meetings.

Area Educational Advisory Council Officers

1. Election and term. Each Area Council will elect a Chairperson, Vice-Chairperson and Secretary at its end of year planning meeting. Each officer's term is one-year, but an officer may serve up to 3 consecutive one-year terms. Special elections may be held to fill any office vacated for any reason
2. Duties--Chairperson. The Chair shall run the meetings, prepare an agenda and, with the members and Area Director, set the meeting topics and locations. The Chair will send out meeting reminders and shall make reports periodically to the Board of Education regarding the Area Council's activities. The Chair will work with the Coordinator to plan and schedule the joint educational advisory council meetings. The chair will establish ad hoc and standing committees when needed to carry out the work of the council.
3. Duties--Vice-Chairperson. The assistant chairperson will assume the duties of the chairperson if the chairperson cannot be present.
4. Duties--Secretary. The area secretary will take the meeting minutes and send them out to the members with a copy to the Board Secretary, the Area Director and the Coordinator.

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ADDENDUM I

Application Process

- a. Anyone interested in serving may contact a Board of Education member, an Area Executive Director, the Educational Advisory Council Coordinator or his/her Area Advisory Council Chairperson to indicate his/her interest.
- b. The person shall submit a resume and/or application to the area chair and the chair shall acknowledge its receipt and forward a copy to the area Director and Coordinator within a week of its receipt.
- c. The Coordinator will forward the application/resume to the board of education secretary and to the BCPS Educational Advisory Council Liaison for documentation and tracking.
- d. The Board of Education secretary will acknowledge receipt of the application for appointment by return email to the coordinator, the appropriate area educational advisory council chairperson, and the applicant.
- e. The Board of Education will make all efforts to make a determination regarding the applicant's appointment within one month of receiving the resume/application.
- f. The Board of Education shall notify the Coordinator of the appointment and inform him/her when the appointment will be announced. If the Board declines to appoint the applicant, the Board will contact the Coordinator. In either case, the Coordinator shall inform the Chair and the applicant of the Board's decision.