

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** January 11, 2011

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 1230 – AREA EDUCATION ADVISORY COUNCILS**

**ORIGINATOR:** Joe A. Hairston, Superintendent

**RESOURCE PERSON(S):** Michele Prumo, Chief of Staff  
Brenda Stiffler, Administrative Assistant to the Board  
Jasmine Shriver, Coordinator, Area Education Advisory Council

**RECOMMENDATION**

That the Board of Education approves the proposed changes to Board of Education Policy 1230. This is the third reading.

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Attachment I – Policy Analysis  
Attachment II – Proposed Policy 1230

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 1230  
AREA EDUCATION ADVISORY COUNCILS**

**Statement of Issues or Questions Addressed**

In addition to outlining the process for selecting area advisory committee members, Policy 1230 states the Board's purpose for its area education advisory committees. As a result of the system's most recent organizational change, certain terms, titles and functions in the prior Policy 1230 became obsolete.

Therefore, proposed revisions to the policy concern:

1. New titles and terminology;
2. The Board's philosophical statement about area advisory committees.

Note that these recommendations have been reviewed by, and discussed with, the Board President, Vice President, and Area Education Advisory Council Coordinator, Jasmine Shriver.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the revision of this policy.

**Relationship to Other Board of Education Policies**

None

**Legal Requirements**

*Annotated Code of Maryland, Education Article §4-112, Advisory Committees*

**Similar Policies Adopted by Other Local School Systems**

1. Anne Arundel County Board of Education, Section K, Policy 501 KB, *Advisory Committees to the Board*
2. Frederick County Board of Education, Policy 413, *Family/Community Partnership*
3. Harford County Board of Education, Policy 10-0002-000, *Harford County Board of Education Citizen Advisory Committees*
4. Howard County Board of Education, Policy 2060, *Advisory Committees to the Board of Education*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First reading – November 23, 2010

Public comment – December 7, 2010

Third reading/vote – January 11, 2011

COMMUNITY RELATIONS: Community Involvement

Area Education Advisory Councils (AEAC)

I. PHILOSOPHY [Statement of Purpose:]

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) BELIEVES THAT [The] area education advisory councils (AEAC) [of the Board of Education of Baltimore County] exist TO IMPROVE THE QUALITY OF EDUCATION IN BALTIMORE COUNTY AND to strengthen the relationship[s] between the school system and the community by SERVING AS INFORMED ADVISORS TO THE BOARD [educating citizens] on public school issues and by promoting interest and involvement in THE SCHOOL SYSTEM [public school affairs]. THE BOARD ESTABLISHES THE AEAC AS A STANDING COMMITTEE WHICH REPORTS DIRECTLY TO THE BOARD. With careful attention to input from the community, AEACS [area education advisory councils] are charged with advising the Board on [matters related to public education] ISSUES THAT AFFECT STUDENTS, FAMILIES, COMMUNITIES, AND SCHOOLS.

II. [1.] Definitions

[As used in this Policy, the following terms have these meanings:]

- A. [a.] *Advisory Chair* – The person selected in each geographic area OF THE COUNTY, who holds office in, or leads, the AEAC [area advisory council].
- B [b.] *Area EDUCATION Advisory Coordinator* – [Shall be] The person appointed by the Board [of Education] who oversees the activities of all of the Board’s AEACS [area advisory councils].

III. [2.]Scope

- A. [a.] The Board [of Education shall] establishES AEACS [area education advisory councils] as instruments to promote interest and involvement in THE school SYSTEM [affairs]. The Board [of Education] cannot delegate its authority or responsibility for decision and policy making.
- B. [b.] The Board [of Education] will receive and carefully consider all recommendations and suggestions of THE AEAC [area education advisory councils] but cannot be obligated to adopt them.

## IV. [3.]Organization

- A. [a.] There shall be an AEAC [area education advisory council] in each of the five GEOGRAPHIC [administrative] areas of the [school system.] COUNTY: [They will be designated as the] Southeast, Northeast, Central, Northwest, and Southwest [Education Advisory Councils].
- B. [b.] Each AEAC [education advisory council] shall consist of no more than fifteen (15) community members, which may include no more than two (2) student members appointed by, and responsible to, the Board [of Education].
- C. [c.] IN ORDER TO REQUEST STAFF PRESENTATIONS, EACH AEAC CHAIR MUST DIRECT HIS/HER REQUEST TO THE CHIEF OF STAFF.
  - 1. The CHIEF OF STAFF [Area Assistant Superintendents for each administrative area] shall COORDINATE WITH EACH AEAC CHAIR ANY REQUEST FOR BALTIMORE COUNTY PUBLIC SCHOOL'S (BCPS) STAFF PRESENTATION [serve as the staff liaison to the education advisory council in his/her respective administrative area].
- D. [d.] Each AEAC [area education advisory council] shall elect its own officers and develop a program plan [and operational procedures].
- E. [e.] The Board shall appoint a C[c]oordinator for ITS [the] AEACS [area education advisory councils].
  - 1. The C[c]oordinator may not simultaneously serve as a member of any AEAC [area education advisory council].
  - 2. [However, ] The C[c]oordinator shall serve as a member *ex officio* on EACH OF THE BOARD'S [every] AEACS [area education advisory councils].
- F. [f.] The Board [of Education, through the Area Assistant Superintendents,] shall provide appropriate support to assist [in creating reports or other communications as may be requested by] the AEAC [area education advisory councils].
- G. [g.] Close communication between the AEAC [area education advisory councils] and the Board [of Education] shall be maintained. The Board [of Education] shall provide opportunities for the AEAC [area education advisory councils] to present comments OR REPORTS TO THE BOARD. THE COUNCIL CHAIR SHALL PRESENT ALL SUCH REPORTS TO THE BOARD at ITS regularly scheduled [Board of Education] BUSINESS meetings [regarding education concerns or issues in their areas].
- H. [The] Board members are [invited] ENCOURAGED to ATTEND the joint meetings of the AEAC [area education advisory councils and the two meetings of the area education advisory council officers].

## V. [4.] Membership [and Terms of Office]

- A. [a.] The Board [of Education] shall select members who represent the communities in each of the five [administrative] GEOGRAPHIC areas. No more than three (3) employees of the SCHOOL SYSTEM [Board of Education] may serve on each AEAC [area education advisory council].
- B. [b.] Individual citizens, Parent/Teacher (STUDENT) Associations (PTSA), and other community organizations may RECOMMEND [suggest] candidates for membership on the AEAC [area education advisory council] for Board consideration BY FORWARDING [The] recommendations [may be forwarded] to the appropriate AEAC CHAIR [area education advisory council for informational purposes].
- C. The Board shall make all appointments to the AEAC [area education advisory councils] in its sole discretion. Every effort should be made to ensure that the membership is representative of the area it serves, including, but not limited to, membership that is geographically balanced within the area.
- [c. The term of office shall be for three (3) years. Members shall be eligible for appointment to two three-year terms and until a successor is appointed and qualifies.
- d. If a member is absent for three (3) or more meetings during a one-year period without sufficient reason, the area education advisory council may recommend termination of the individual's membership. The Board may terminate the individual's membership at its discretion.]
- D. [e.] Up to two (2) members of each AEAC [area education advisory council] shall be students whose appointment shall be governed by the following procedures and conditions.[:]
1. [1)] Appointments shall be made in May. To be eligible for appointment, students shall be enrolled in good standing and pre-registered in the eleventh (11th) or twelfth (12th) grade of one of the high schools in the respective GEOGRAPHIC [administrative] area.
  2. [2)] Appointments of student members shall continue until the time of their graduation. Membership on the AEAC [area education advisory council] shall terminate at any time during the year that the student ceases to be enrolled in good standing in one of the high schools in the area.
  3. [3)] UPON REQUEST FROM THE BOARD, [T]he Baltimore County Student Councils (BCSC) MAY [shall be requested to] RECOMMEND A STUDENT MEMBER FOR THE AEAC BY submitTING [to the Board] names of eligible students [who are candidates for student membership on the area education advisory council] for Board consideration [in making appointments].

4. [Other]S[s]takeholder groups and principals may also suggest names of candidates for student membership for Board consideration.
5. [The] Recommendations FOR STUDENT MEMBERS SHALL [may] be forwarded to the appropriate AEAC [area education advisory council] for informational purposes.
6. The Board, IN ITS SOLE DISCRETION, shall [make the] appoint[ment] ALL STUDENT MEMBERS [of students] to the AEAC [area education advisory councils in its sole discretion. [4]] The Board will attempt to rotate appointments among all of the high schools in the respective area.

VI. [f.]TERMS OF OFFICE

- A. THE TERM OF OFFICE FOR COUNCIL MEMBERS SHALL BE THREE (3) YEARS. MEMBERS SHALL BE ELIGIBLE FOR APPOINTMENT TO NO MORE THAN TWO CONSECUTIVE TERMS.
- B. [1)] The term of office for the AEAC [area education advisory council] C[c]oordinator shall be two (2) years. The C[c]oordinator shall be eligible for one (1) reappointment.
- C. TERMINATION OF MEMBERSHIP
  1. IF A MEMBER IS ABSENT FOR THREE (3) OR MORE MEETINGS DURING A ONE-YEAR PERIOD WITHOUT SUFFICIENT REASON, THE AEAC MAY RECOMMEND TO THE BOARD TERMINATION OF THE INDIVIDUAL'S MEMBERSHIP ON THE AEAC.
  2. THE BOARD MAY TERMINATE AN INDIVIDUAL'S MEMBERSHIP AT ITS DISCRETION.[2) Nominations for chair may be made by the area education advisory councils. A person shall have served at least two (2) years on an area education advisory council to be eligible for appointment as chair.]

VII. ADVISORY CHAIR [g. Duties of the Chair]

- A. IN ORDER TO BE ELIGIBLE FOR APPOINTMENT AS CHAIR, A PERSON MUST SERVE AT LEAST TWO (2) YEARS ON AN AEAC.
- B. NOMINATIONS FOR CHAIR MAY BE MADE BY THE AREA EDUCATION ADVISORY COUNCILS.
- C. DUTIES OF THE CHAIR
  1. [1)] The C[c]hair, in consultation with the Board and the AEAC [area advisory] C[c]oordinator, shall assist in the following:

- a. [a] ON AN ANNUAL BASIS, PROVIDE ORIENTATION FOR ALL [annually orienting] new members of THE AEACS [area education advisory councils; b) planning an annual joint meeting of area education advisory councils;]
- b. [c] ORGANIZE [planning] an annual meeting of THE council [officers] MEMBERS FOR PLANNING PURPOSES;
- c. [d] GeneratE[ing] publicity countywide regarding the work of THE AEAC [area education advisory councils, and];
- d. [e] RecognizE[ing] the work of council members.

VIII. [5.]Functions

- A. [a.] The role of the AEAC [area education advisory councils] ESTABLISHED UNDER THIS POLICY shall be strictly advisory. [in nature to the Board of Education. It should be made clear from the outset that its role is not to include policy making. However, Area education advisory councils] THE AEAC may NOT MAKE POLICY; HOWEVER, THE COUNCILS, THROUGH THE COUNCIL CHAIR, MAY make recommendations about policy to the Board.
- B. [b.] The ROLE OF THE AEAC [area education advisory councils] IS TO ADDRESS [can provide a service by addressing itself primarily to] area, community, or school system concerns. The AEAC [area education advisory councils] shall refrain FROM [at all times from considering or] discussing individual school and personnel MATTERS [problems.], INSTEAD ADVISING THEIR CONSTITUENTS TO ADDRESS THESE CONCERNS [These matters must be addressed only] through appropriate administrative channels.
- C. [c. A valuable service can be rendered by interpreting Board policy in the community. The school system can benefit from] THE AEAC MAY OBTAIN the assessment of community feeling and reaction to issues and [the] transmiT[ssion of] opinions to the Board [of Education].
- D. [d.] The AEAC [area education advisory council] may function as a sounding body for proposals, which are in the developmental stages.
- E. [e.] AEAC [Area education advisory council] members may be invited to participate in study groups, BCPS committees, and task forces when appropriate. THE AEAC [Area education advisory councils] may advise the Board [of Education] regarding the need to hold public hearings on issues of interest or concern to the public.

- F. [f.] Within the framework of its advice and communication functions with the Board [of Education] and the community, the AEAC [area education advisory councils] may wish to have presentations and/or discussions such as:
  - 1. [1]) Hearing reports on curriculum projects.
  - 2. [2]) Discussing ideas on patterns of school organization and advising the Board [of Education] on proposed programs.
  - 3. [3]) Examining [pupil population growth and shifts] STUDENT ENROLLMENTS.
  - 4. [4]) Studying and communicating perspectives regarding educational specifications for new schools.
  - 5. [5]) Studying and communicating community perspectives regarding architectural planning and design.
  - 6. [6]) Reviewing physical needs in older buildings and becoming involved both in recommendations and the communication of plans and progress.
  - 7. [7]) Receiving information on budget preparations and offering suggestions on items for inclusion and emphasis.
  - 8. [8]) Enlisting community support for meeting the needs of the school system.
  - 9. [9]) Engaging in fact-finding in a variety of areas, which might include transportation and extended services, with a view toward apprising the Board [of Education] on conditions and needs.
  - 10. [10]) Serving as an instrument to strengthen the relationship between the school, community, and school system.
- G. [g.] The AEAC [area education advisory council] should provide an opportunity for interested citizens and community groups to offer suggestions for analysis and possible recommendations.

IX. [6.] Application Process

- A. [a.] Anyone interested in serving on an AEAC [area advisory council] may contact [a Board of Education member, an Area Assistant Superintendent,] the AEAC [Education Advisory Council] Coordinator or his/her [Area Advisory Council] Chair to indicate his/her interest.
- B. [b.] The person shall submit a resume [and/or application to the area chair] TO THE BOARD OF EDUCATION OFFICE [and the chair shall acknowledge its receipt] and forward a copy to the [Area Assistant Superintendent and to the] AEAC [Area Advisory] Coordinator AND CHAIR [within a week of its receipt or as soon as is practicable].
- [c.] The Area Advisory Coordinator will forward the application/ resume to the Administrative Assistant to the Board of Education.]

- C. [d] The Administrative Assistant to the Board [of Education] will acknowledge receipt of the application for appointment by return electronic mail to the C[c]oordinator, the appropriate AEAC [area education advisory council] C[c]hair[person], and to the applicant, where communication by electronic mail is available.
- D. [e] The Board [of Education] will make every effort to make a determination regarding the applicant's appointment within one month of receiving the resume/application.
- E. [f] The Board [of Education] shall notify the AEAC 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.

Legal References: *Annotated Code of Maryland*, Education Article, § 4-112, *ADVISORY COMMITTEES*

Policy  
Adopted: 4/22/76  
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REVISED: \_\_\_\_\_

Board of Education of Baltimore County