

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 25, 2011

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

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

**SUBJECT:** **REPORT ON THE PROPOSED CHANGE TO BOARD OF EDUCATION POLICY 1230 – AREA EDUCATION ADVISORY COUNCILS (AEAC)**

**ORIGINATOR:** Renee A. Foose, Deputy Superintendent

**RESOURCE PERSON(S):** Michele O. Prumo, Chief of Staff

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 1230 – *Area Education Advisory Councils (AEAC)*. This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 1230

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 1230  
AREA EDUCATION ADVISORY COUNCILS (AEAC)**

Statement of Issues or Questions Addressed

Board of Education Policy 1230 establishes the Area Education Advisory Councils, outlines the committee's purpose, and establishes the organization of membership on the AEAC. The Policy Review Committee has been asked to revisit Policy 1230 and recommend changes to the membership requirements and terms of office.

As directed by the Board, staff is recommending that the policy be revised to: (1) Remove redundancy in the selection of members under Section V; (2) Remove limits on the number of terms a member may serve in Section VI; (3) Increase the number of times that the AEAC Coordinator may be reappointed in Section VI.

The recommendations have been reviewed with the Board President, Vice President, and the Area Advisory Council Coordinator.

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

1. Board of Education Policy 1200, *Community Involvement*
2. Board of Education Policy 1270, *Parent and Family Involvement*

Legal Requirements

1. *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, Policy KB, *Advisory Committees to the Board*
2. Frederick County Board of Education, Policy 101, *Organization of the Board*
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 – October 25, 2011

Public comment – November 8, 2011

Third reading/vote – December 6, 2011

COMMUNITY RELATIONS: Community Involvement

Area Education Advisory Councils (AEAC)

I. Philosophy

The Board of Education of Baltimore County (Board) believes that area education advisory councils (AEAC) exist to improve the quality of education in Baltimore County and to strengthen the relationship between the school system and the community by serving as informed advisors to the Board on public school issues and by promoting interest and involvement in the school system. The Board establishes the AEAC as a standing committee which reports directly to the Board. With careful attention to input from the community, AEACs are charged with advising the Board on issues that affect students, families, communities, and schools.

II. Definitions

- A. *Advisory Chair* – The person selected in each geographic area of the county, who holds office in, or leads, the AEAC.
- B. *Area Education Advisory Coordinator* – The person appointed by the Board who oversees the activities of all of the Board’s AEAC.

III. Scope

- A. The Board establishes AEACs as instruments to promote interest and involvement in the school system. The Board cannot delegate its authority or responsibility for decision and policy making.
- B. The Board will receive and carefully consider all recommendations and suggestions of the AEAC but cannot be obligated to adopt them.

IV. Organization

- A. There shall be an AEAC in each of the five geographic areas of the county: Southeast, Northeast, Central, Northwest, and Southwest.
- B. Each AEAC 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.

- 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 shall coordinate with each AEAC Chair any request for Baltimore County Public School's (BCPS) staff presentation.
- D. Each AEAC shall elect its own officers and develop a program plan.
- E. The Board shall appoint a Coordinator for its AEACs.
  - 1. The Coordinator may not simultaneously serve as a member of any AEAC.
  - 2. The Coordinator shall serve as a member *ex officio* on each of the Board's AEACs.
- F. The Board shall provide appropriate support to assist the AEAC.
- G. Close communication between the AEAC and the Board shall be maintained. The Board shall provide opportunities for the AEAC to present comments or reports to the Board. The council Chair shall present all such reports to the Board at its regularly scheduled business meetings.
- H. Board members are encouraged to attend the joint meetings of the AEAC.

V. Membership

- A. The Board shall make all appointments to the AEAC 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.  
  
[The Board shall select members who represent the communities in each of the five geographic areas.] No more than three (3) employees of the school system may serve on each AEAC.
- B. Individual citizens, Parent/Teacher (Student) Associations (PTSA), and other community organizations may recommend candidates for membership on the AEAC for Board consideration by forwarding recommendations to the appropriate AEAC Chair.

- [C. The Board shall make all appointments to the AEAC 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. [D] Up to two (2) members of each AEAC [shall] MAY be students whose appointment shall be governed by the following procedures and conditions.
  - 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 area.
  - 2. Appointments of student members shall continue until the time of their graduation. Membership on the AEAC 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. Upon request from the Board, the Baltimore County Student Councils (BCSC) may recommend a student member for the AEAC by submitting names of eligible students for Board consideration.
  - 4. Stakeholder groups and principals may also suggest names of candidates for student membership for Board consideration.
  - 5. Recommendations for student members shall be forwarded to the appropriate AEAC for informational purposes.
  - 6. The Board, in its sole discretion, shall appoint all student members to the AEAC. The Board will attempt to rotate appointments among all of the high schools in the respective area.

VI. Terms of Office

- A. The term of office for council members MAY be NO LESS THAN [shall] three (3) years. [Members shall be eligible for appointment to no more than two consecutive terms.]
  
- B. The term of office for the AEAC Coordinator shall be two (2) years. The Coordinator shall be eligible for TWO [one (1)] reappointments.
  
- 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.

VII. Advisory Chair

- A. In order to be eligible for appointment as a Chair, a person must serve at least two (2) years on an AEAC.
- B. Nominations for Chair may be made by the AEAC.
- C. Duties of the Chair
  - 1. The Chair, in consultation with the Board and the AEAC Coordinator, shall assist in the following:
    - a. On an annual basis, provide orientation for all new members of the AEACs;
    - b. Organize an annual meeting of the council members for planning purposes;
    - c. Generate publicity countywide regarding the work of the AEAC;
    - d. Recognize the work of council members.

VIII. Functions

- A. The role of the AEAC established under this policy shall be strictly advisory. The AEAC may not make policy; however, the councils, through the council Chair, may make recommendations about policy to the Board.
- B. The role of the AEAC is to address area, community, or school system concerns. The AEAC shall refrain from discussing individual school and personnel matters, instead advising their constituents to address these concerns through appropriate administrative channels.
- C. The AEAC may obtain the assessment of community feeling and reaction to issues and transmit opinions to the Board.
- D. The AEAC may function as a sounding body for proposals, which are in the developmental stages.
- E. AEAC members may be invited to participate in study groups, BCPS committees, and task forces when appropriate. The AEAC may advise the Board regarding the need to hold public hearings on issues of interest or concern to the public.

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

IX. Application Process

- A. Anyone interested in serving on an AEAC may contact the AEAC Coordinator or his/her Chair to indicate his/her interest.
  
- B. The person shall submit a resume to the Board of Education office and forward a copy to the AEAC Coordinator and Chair.
  
- C. The Administrative Assistant to the Board will acknowledge receipt of the application for appointment by return electronic mail to the Coordinator, the appropriate AEAC Chair, and to the applicant, where communication by electronic mail is available.

- D. The Board will make every effort to make a determination regarding the applicant's appointment within one month of receiving the resume/application.
- E. The Board 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*

RELATED POLICIES: BOARD OF EDUCATION POLICY 1200, *COMMUNITY INVOLVEMENT*  
BOARD OF EDUCATION POLICY 1270, *PARENT AND FAMILY INVOLVEMENT*

Policy		Board of Education of Baltimore County
Adopted:	04/22/76	
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