

**Policy Outline**

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**I. Policy Value Statement**

The Board of Education of Howard County (Board) 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 Howard County Public School System (HCPSS). Advisory committees provide one means to achieve this objective and allow interested community members to become more effectively involved in the educational process.

The Community Advisory Council (CAC) is an established committee, which reports directly to the Board and serves as a channel for public concerns, advice, and information to reach the Board. The committee will 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 to sustain the Community Advisory Council (CAC) and to provide guidelines for other advisory committees to the Board.

**III. Standards**

**A. Community Advisory Council (CAC)**

- 1. The CAC, in accordance with its bylaws, will consider matters pertinent to public education and present concerns and recommendations to the Board for consideration and possible action. The CAC will 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 school year.
  - a. All reports of the CAC will be presented directly to the Board by the CAC chair/designee.
  - b. Informational copies of all written reports will be provided to the Superintendent and appropriate HCPSS employees.
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 community members will be approved by the membership in accordance with CAC bylaws.
  - e. The membership of the CAC should endeavor to reflect the diversity of the community.
4. The Board will designate a Board member to serve as liaison to the CAC.
5. The Superintendent will designate an HCPSS employee to serve as liaison to the CAC.
6. Provision will be made by the Board for administrative support of the CAC.

B. Additional Advisory Committees to the Board of Education

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

- a. Appointees should have an interest and/or expertise in the identified purpose or charge established for the committee and should reflect the diversity of the community and represent a range of viewpoints and expertise.
- b. Groups invited to provide representation on the committee reflective of the diversity of the community and a range of stakeholder groups will include, but not be limited to:
  - i. American Federation of State, County and Municipal Employees (AFSCME)
  - ii. Community Advisory Council (CAC)
  - iii. Diversity, Equity, and Inclusion Advisory Committee (DEIAC)
  - iv. Howard County Association of Supervisors and Administrators (HCASA)
  - v. Howard County Association of Student Councils (HCASC)
  - vi. Howard County Education Association (HCEA)
  - vii. PTA Council of Howard County (PTACHC)
  - viii. Special Education Committee Advisory Council (SECAC)
4. Members of advisory committees will be given sufficient background information and/or access to resources to carry out their responsibilities.
5. Advisory committees to the Board will report to the Board, not to individual members of the Board. All reports will be transmitted directly to the Board, with informational copies to the Superintendent.
6. Action on matters considered by advisory committees to the Board will be at the Board's discretion.
7. Each advisory committee to the Board will have a member of the Superintendent's staff assigned to serve as a liaison between the HCPSS and the committee, and to provide for the use of resources. Additional HCPSS employees may be assigned to the committees by the Superintendent as needed.

C. Other

1. Committees established under this policy will serve in an advisory capacity only and will not conflict, in any way, with the responsibilities of the Board, nor will 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 will meet at times and places convenient to their members and will provide reasonable public notice of the dates, times, and locations of their meetings.

3. Except as specifically authorized by the Board, advisory committees will not:
  - a. Raise funds
  - b. Expend HCPSS funds
  - c. Obligate the Board for the payment of any funds.
4. The Advisory committees' chair/designee will provide meeting minutes to the Board in a timely manner.

#### **IV. Responsibilities**

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

#### **V. 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.

#### **VI. Definitions**

Within the context of this policy, the following definitions apply:

- A. Advisory Committee – A committee chartered by the Board, in accordance with the public school laws of Maryland, with the goal of providing broad input into the policies and operation of the HCPSS. Membership in advisory committees will 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 and report to the Board.
- C. HCPSS Employee – Any individual who is a permanent or temporary employee of the HCPSS whose compensation is paid in whole or part by the Board, including but not limited to, teachers, substitute teachers, paraeducators, and other school-based and Central Office support staff.

#### **VII. References**

- A. Legal  
Md. Ann. Code, Education Article, Section 4-112  
Md. Ann. Code, General Provisions Article, Sections 3-101, *et seq.*
- B. Board Policies  
Policy 2050 Advisory Committees to Staff and Schools  
Policy 2070 Ethics  
Policy 10000 Student, Parent, Family, and Community Involvement

C. Relevant Data Sources

D. Other  
By-Laws of the Community Advisory Council to the Board of Education of  
Howard County

## VIII. History<sup>1</sup>

ADOPTED: December 13, 1990

REVIEWED: January 27, 2023

MODIFIED: November 2, 2023

REVISED: February 8, 2007  
January 12, 2017

EFFECTIVE: November 2, 2023

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<sup>1</sup> Key: ***Adopted***-Original date the Board took action to approve a policy; ***Reviewed***-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; ***Modified***-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; ***Revised***-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; ***Effective***-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.