

**I. Policy Statement**

The Board of Education of Howard County 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 school system. Advisory committees provide one means to achieve this objective and allow interested community members to become more deeply involved in the educational process.

The Board encourages the Superintendent of Schools, the offices and programs of the Department of Education, and individual schools to establish advisory committees to provide for community involvement and to inform decision making. Depending on their specific charge, advisory committees may serve as active sounding boards, may study issues related to educational needs and services to make recommendations, may provide a forum for public discussion of educational concerns, may encourage community participation in the school system, and may inform the community of school activities.

**II. Purpose**

The purpose of this policy is to provide guidelines for the establishment of advisory committees to the Superintendent and Department of Education and to schools.

**III. Definitions**

Advisory Committee – A committee convened in accordance with the public school laws of Maryland with the goal of providing broad input into the policies and operation of the school system or schools. Membership in advisory committees may include parents, teachers, students, and other community members.

**IV. Standards**

- A. Advisory committees may be appointed by the Superintendent, leadership within the Department of Education, and/or the principals of schools in accordance with this policy as deemed necessary or appropriate.
- B. Advisory groups established under this policy must have a specific charge which establishes their advisory role, pre-determined rules for operation, a projected timeline for completion of work, a contact person with overall responsibility, provisions for establishing membership, and a designation as to whom reports are submitted.

- C. Public notice shall be given when advisory committees are established.
- D. Each advisory committee shall establish its own procedures for receiving and responding to public input during its deliberations.
- E. Except as specifically authorized by the Board, advisory committees shall not obligate the Board for the payment of any funds.

## **V. Compliance**

The Superintendent/designee shall ensure that opportunities for community participation and employee involvement are provided through membership, as appropriate, on advisory committees to the various offices and programs of the Department of Education and to the schools.

## **VI. Delegation of Authority**

The Superintendent is authorized to establish appropriate procedures for the implementation of this policy.

## **VII. References**

- A. Legal  
The Annotated Code of Maryland, Education Article, Section 4-112
- B. Other Board Policies  
Policy 2020 Policy Development and Adoption  
Policy 2060 Advisory Committees to the Board of Education  
Policy 5100 School Health Services  
Policy 5200 Pupil Transportation  
Policy 6010 School Attendance Areas  
Policy 6020 School Construction Program  
Policy 6050 Naming or Renaming of Schools  
Policy 8040 Selection of Instructional Materials  
Policy 10000 Parent, Family, and Community Involvement

## **VIII. History**

ADOPTED: November 10, 1975

REVIEWED: July 1, 2014

MODIFIED:

REVISED: February 27, 1992

February 8, 2007

EFFECTIVE: July 1, 2007

**ADVISORY COMMITTEES TO**  
**STAFF AND SCHOOLS**

Effective: December 10, 2009

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**I. General Guidelines for All Advisory Committees**

- A. When appointing members to advisory committees, the following guidelines should be followed unless established elsewhere in other policies and procedures:
  - 1. Appointees should have an interest and/or expertise in the identified purpose or charge established for the committee.
  - 2. Appointments should endeavor to reflect the diversity of the community and to represent a range of viewpoints and expertise.
- B. Members of advisory committees should be given sufficient background information and/or access to resources to carry out their responsibilities.
- C. Reports to the Board of Education include committee recommendations and, if applicable, minority held opinions.

**II. Specific Guidelines for Advisory Committees to the Superintendent and Department of Education**

- A. Groups invited to provide representation on the committee reflective of the diversity of the community and the range of stakeholder groups impacted by the charge to the committee may include, but not be limited to:
  - 1. American Federation of State, County and Municipal Employees (AFSCME)
  - 2. Community Advisory Council (CAC)
  - 3. Equity Council
  - 4. Howard County Administrators Association (HCAA)
  - 5. Howard County Association of Student Councils (HCASC)
  - 6. Howard County Education Association (HCEA)
  - 7. PTA Council of Howard County (PTACHC)
- B. All Department of Education advisory committees shall include at least one staff member from the Department to serve as a liaison and provide technical assistance and leadership as appropriate to the committee's charge.
- C. The Superintendent may convene ad hoc advisory committees, chaired by designated staff, to address specific topics.

1. The ad hoc committee's report will be developed and presented to the Superintendent by the committee chair for the Superintendent's review and consideration for policymaking or action. The committee chair's report will summarize the committee's conclusions and recommendations, including any minority held opinions.
2. The Superintendent may make recommendations to the Board as deemed appropriate based on the work of the committee.
3. Any report to the Board by the Superintendent/Designee concerning the committee's topic will include a summary of the committee's recommendations including any minority held opinions.

### **III. Specific Guidelines for Advisory Committees to Schools**

- A. Each principal shall establish a school improvement team as a standing advisory committee in accordance with Policy 10000, Parent, Family, and Community Involvement and applicable Department of Education guidelines.
- B. Additional school-based advisory committees may be appointed by the principal as needed or desired.
- C. All school-based advisory committees shall include at least one staff member from the school.

### **IV. History**

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REVIEWED: July 1, 2014  
MODIFIED:  
REVISED: February 8, 2007  
December 10, 2009  
EFFECTIVE: December 10, 2009