

Community Advisory Council Meeting September 17, 2019

The Community Advisory Council met on Tuesday, September 17, 2019, at 7:00 p.m. at the Board of Education offices in Westminster.

Board President Donna Sivigny thanked everyone for attending and said that the Board values and needs their feedback. A concerted effort is being made to increase representation from the schools. This is an important part of the Strategic Plan. The group has done a fabulous job collecting information and feedback when asked by the Board. An item has been added to each Board meeting agenda to determine any specific topics discussed at that meeting that should be sent to CAC for feedback.

Conversation with the Superintendent

Dr. Lockard thanked CAC members for giving their valuable time, commitment, and input. Although the school system has some things to work on, there are many things of which to be proud. Brandi Jason from Liberty High School is a finalist for Maryland Teacher of the Year. This is the third consecutive year we have had a finalist from CCPS. Our PARCC scores were very impressive, placing 1st in the state in math and 2nd in ELA. The Board looked at Pillar I of the Strategic Plan at its last meeting and started to pinpoint some areas where we can improve. Teams from every school will participate in performance academies to unpack and understand individual school data and where they can make improvements.

Dr. Lockard spent a lot of time listening and interacting in the community throughout his first year as Superintendent. It was a challenging budget cycle and we want to be the best stewards possible. We felt that we were successful in at least one of our priorities, employee compensation. Along with Kirwan funding, we were able to provide one of the largest increments to our teachers in a decade. This was the first time in 10 years that we did not need to cut any classroom positions or resources. We will be holding community town meetings on budget priorities this fall.

At the end of last year, Dr. Lockard recommended to the Board that they hear personally from each of the Board-appointed committees, including the Community Advisory Council. The Board will hold work sessions with each of the committees later in the year to get feedback and direction from each committee.

A lot of work has been done this year to put together Board policies, including equity, social media, and family, community, and business engagement. On the capital front, we are moving forward with the Career and Technology Center renovation and addition and continuing to discuss a replacement East Middle School. We have reorganized and reprioritized some roles at central office without adding positions. The changes focused on efficiency and how to be more responsive to today's needs for our students, teachers, and schools.

Carroll County Council of PTAs

Carey Gaddis explained that Marta Droddy, Family, Community and Business Engagement Liaison for CCPS, was unable to attend this evening but that we will try to have her come to another meeting. She is working to develop a Carroll County Council of PTAs and would like to get feedback from CAC. The two organizations are separate and will have different roles. CAC will continue to report to the Board of Education, and the CCPTAs will be involved with a state organization.

CAC Chair Stephanie Brooks reviewed a comparison of parent groups, and there are some distinguishable differences between them. CAC members are nominated by their principals and appointed by the Board of Education. (See attached handout) A parent may be involved in both organizations.

Proposed 2020-2021 School Calendar

A calendar survey was sent to parents and employees over the summer, and approximately 10,000 responses were received. Dr. Lockard formed a Calendar Committee that met over the summer and presented three options to the Board at its September meeting. The Board made modifications to Option C, which is now out for feedback. Please keep in mind that this is the PROPOSED calendar and has not been finalized. Ms. Gaddis will be sending an email to CAC members asking for feedback.

Based on the feedback already received, people are concerned about school starting after Labor Day. Dr. Lockard has been having discussions with the Board members, and it is possible that there could be a compromise not necessarily represented in this calendar. The Board is expected to approve the calendar in November. The Calendar Committee will reconvene in January to develop a calendar for the 2021-2022 school year.

Discussion took place regarding professional days, state-mandated holidays, Jewish holidays, the state fair, and the effect of the school start date on high school sports and marching band.

Organizational Items

Review of Bylaws/Role of CAC Members

Ms. Gaddis reviewed the CAC bylaws (see attached). The Chairperson is elected annually. When voting, a quorum of one third of the membership is required. It is important that representatives attend meetings or send a proxy who can vote on their behalf. Please email Carey Gaddis or Brenda Bowers to let them know you will have a proxy.

CCPS Strategic Plan

The Community Advisory Council is a focus area in Pillar II of the Strategic Plan. A goal for 50% attendance was established for last year and attendance reached 52%. Involvement and participation in CAC is engrained into the Strategic Plan and attendance at meetings is very important.

Board Agenda Item

As mentioned by Board President Sivigny, CAC is now an agenda item at each Board meeting and the Board will be identifying assignments for the group.

CAC Work Session with Board of Education

As mentioned by Dr. Lockard, the Board will hold a work session with CAC representatives later in the school year to discuss what's working and any areas for change, as well as any topics CAC would like to take before the Board.

Marketing Initiatives and Communication with School Communities

We are putting together information explaining what CAC is and will ask principals to send it out to their school communities along with the name and contact information for their school representative. We also are asking schools to post the representative's information on their school website. CAC members are encouraged to meet with their principals and spread the word in their schools. A synopsis of each meeting will be sent to all parents through SchoolMessenger to make CAC more visible and to have a consistent message.

Suggestions from the group included having representatives introduce themselves at back to school nights and posting messages/synopses of meetings on Facebook. Other suggestions included establishing a general email

address for CAC, having a “CAC Corner” in school newsletters and/or morning announcements, and posting a list of members on the website.

School Health Council

Filipa Gomes, Supervisor of Health Services, is asking for a CAC member to serve on the Comprehensive Health and Wellness Policy Committee of the School Health Council. Ms. Gaddis will get more information and send an email to CAC members asking for a volunteer.

Future Topics

Chairperson Stephanie Brooks said that while the Board often comes to CAC with topics to study, we also need to approach the Board regarding topics that members would like to know more about or explore. The following topics were suggested:

- Health initiatives such as opioids and suicide
- School transportation safety
- School Resource Officers
- Resources for special needs students
- Recommended topics for the Carroll County Council of PTAs.

Board member Tara Battaglia informed members about the Board ambassador program. A Board member is assigned to each school and is invited to events and activities. (See attached) It was suggested that a list of the ambassadors be posted on the CCPS website.

The meeting adjourned at 8:51 p.m.

Schools Represented: Carroll County Career and Technology Center, Carroll Springs, Century High, Cranberry Station Elementary, Crossroads/Gateway, East Middle, Eldersburg Elementary, Francis Scott Key High, Friendship Valley Elementary, Liberty High, Manchester Valley High, Mechanicsville Elementary, Mt. Airy Elementary, Mt. Airy Middle, Northwest Middle, Oklahoma Road Middle, Parr’s Ridge Elementary, Robert Moton Elementary, Runnymede Elementary, Sandymount Elementary, South Carroll High, Spring Garden Elementary, Sykesville Middle, West Middle, Westminster High, William Winchester Elementary, Winfield Elementary

Other Representatives: Tara Battaglia (Board of Education), CCSGA

A Comparison of Parent Groups

Community Advisory Council (CAC)

- Members are appointed by each school's Principle and approved by the Board of Education (BoE)
- The Chairperson is nominated (either by themselves or another CAC member) and voted on by CAC members.
- The Council acts as liaison to the BoE for public concerns and advice
 - Essentially acting as an extension of the BoE
- The Council works on projects at the direction of the BoE and provides recommendations
- The Council will review items that the BoE has out for feedback
- Members bring their school specific knowledge to the Council to help form a broad view of the school system.
 - The Council is not used to solve school specific issues unless brought to us by the BoE
 - The Council's focus is broad (e.g. all students)
- Expectations of Council Members is 50% attendance minimum. If a Council Member is unable to attend a meeting, they may send a Proxy in their place, however, a Proxy may not represent a Council Member more than 50% of the time.

Parent Teacher Association/Organization

- Works to support school specific initiatives
 - Sponsors school events (e.g. assemblies, spring carnival) and fundraisers
- Has National and State affiliations
- Works with school specific administration
 - Focus is students at their particular school
- Cost for Membership
- Board is voted on by members and is typically made up of a President, Vice President, Treasurer and Secretary.

BYLAWS

COMMUNITY ADVISORY COUNCIL CARROLL COUNTY PUBLIC SCHOOLS

I. PURPOSE

- A. The Community Advisory Council (CAC) is a standing committee of the Board of Education of Carroll County and serves as a channel for public concerns, advice, and information to and from the Board.
- B. The CAC shall consider matters pertinent to public education and present concerns and recommendations in accordance with its bylaws to the Board for consideration and possible action.
- C. The CAC shall also respond to requests from the Board for feedback and recommendations.

II. OBJECTIVES

- A. Participate in school system comprehensive planning as requested by the Board.
- B. Serve as a body to react to educational proposals being developed and make recommendations for school system improvements to the Board.
- C. Foster understanding of Board policies and initiatives within the general public.
- D. Encourage participation in school affairs by the citizens of Carroll County.

III. MEMBERSHIP

- A. Each school's principal will designate an individual to serve as a member of the CAC.
- B. All school system employee groups and the Carroll County Student Government Association may designate an individual to serve as a member of the CAC.
- C. Members are appointed to a two-year term. If a vacancy should occur, it is the responsibility of the principal to designate a replacement to carry out the original term. Additional members shall be approved by the Board of Education.
- D. Members may serve more than one term if appointed by the school principal.
- E. A Council member may represent more than one school if approved by the principal of each of these schools.

- F. Appointed members are expected to attend at least 50% of the regular CAC meetings during the school calendar year. Members should contact the Council Chairperson whenever possible if they cannot attend a regularly scheduled meeting. If a member misses three or more meetings in succession without notification, he or she will no longer be considered a member in good standing and may be replaced at the request of the CAC.
- G. Members who cannot attend a scheduled meeting or other CAC event may designate a proxy to act in their stead. When a member is absent, the proxy may sit on the Council, participate in any discussion, and vote in place of the member they are representing with written authorization.
 - 1. Written authorization shall be presented either directly or via electronic communication to the Chairperson prior to the start of the meeting and/or event.
 - 2. Proxies may represent a member at no more than 50% of regular CAC meetings annually.
 - 3. Each member will have one vote.
- H. Any member who has a relationship with an individual or organization that is or may have a conflict of interest will disclose that relationship. A conflict of interest is defined as any activity from which the member would or could derive personal or financial benefit.

IV. ELECTIONS

- A. A Chairperson shall be elected by the members annually. Any member who has served on the CAC for a minimum of one year will be eligible for this position.
 - 1. Each year at the first regular meeting of the new calendar year, the Council will call for nominations for Chairperson. Elections will take place at the next regular meeting. Prior to the election, additional nominations for Chairperson may be solicited from the floor.
 - 2. The Chairperson shall:
 - a) Preside over all meetings of the CAC
 - b) Develop agendas for all meetings of the CAC
 - c) Serve as an ex-officio member of all subcommittees
 - d) Present a formal report to the Board of Education at the end of each school year.
- B. The Chairperson shall be subject to removal by a two-thirds majority of voting members of the CAC. The vote shall be taken by a written ballot.

- C. A special election shall be held within two months following the occurrence of a vacancy in the Chairperson position.
- D. In addition to the Chairperson, the Board of Education will designate a school system representative to serve as co-chair of the Council.

V. MEETINGS

- A. Items for the agenda from the membership shall be received by the Chairperson at least two weeks prior to the next meeting. The Chairperson reserves the right to include additional agenda items not provided at least two weeks prior to the meeting.
- B. Special meetings may be scheduled as needed.
- C. Minutes of all CAC meetings shall be kept and presented to the members at a subsequent meeting.

VI. VOTING

- A. A quorum shall consist of one-third of the appointed members, including authorized proxies. Only members in good standing will be permitted to vote.
- B. A quorum is required for the affirmative transaction of any business of the CAC.

VII. SUBCOMMITTEES

- A. The CAC shall have the authority to create subcommittees as necessary to conduct its business.
 - 1. Each subcommittee will schedule meetings as necessary but should attempt to meet at least once between Council meetings.
 - 2. Subcommittees will present a report to the full Council at its next meeting or at the conclusion of the subcommittee's work.

VIII. REPORTS TO THE BOARD

- A. Copies of all written reports and relevant documents will be made available to the Board of Education.
- B. The CAC will present a formal report to the Board at the end of each school year. All reports of the CAC shall be presented directly to the Board by the CAC.

IX. AMENDMENTS

Proposed amendments to the bylaws shall be presented to the full Council at a general meeting at least 30 days prior to the meeting where a vote on the amendments will take place. The bylaws may be amended according to the voting procedures outlined in Section VI.

X. PROCEDURES

With respect to all procedures not specifically addressed within these Bylaws as to the conduct of business, Robert's Rules of Order will apply.

Approved 3/30/10

Revised 11/8/11

Revised 10/8/18

BOARD OF EDUCATION		
AMBASSADOR PROGRAM		
ELEMENTARY		AMBASSADOR
Carrolltowne Elementary School	6542 Ridge Road, Sykesville 21784	Ms. Marsha Herbert
Cranberry Station Elementary School	505 North Center Street, Westminster 21157	Dr. Patricia Dorsey
Ebb Valley Elementary School	3100 Swiper Road, Manchester 21102	Mrs. Tara Battaglia
Eldersburg Elementary School	1021 Johnsville Road, Sykesville 21784	Mrs. Tara Battaglia
Elmer Wolfe Elementary School	119 North Main Street, Union Bridge 21791	Ms. Marsha Herbert
Freedom Elementary School	5626 Sykesville Road, Sykesville 21784	Mrs. Tara Battaglia
Friendship Valley Elementary School	1100 Gist Road, Westminster 21157	Ms. Donna Sivigny
Hampstead Elementary School	3737 Shiloh Road, Hampstead 21074	Mr. Ken Kiler
Linton Springs Elementary School	375 Ronsdale Road, Sykesville 21784	Mr. Ken Kiler
Manchester Elementary School	3224 York Street, Manchester 21102	Ms. Marsha Herbert
Mechanicsville Elementary School	3838 Sykesville Road, Sykesville 21784	Mr. Ken Kiler
Mt. Airy Elementary School	405 North Main Street, Mt. Airy 21771	Dr. Patricia Dorsey
Parr's Ridge Elementary School	202 Watersville Road, Mt. Airy 21771	Ms. Marsha Herbert
Piney Ridge Elementary School	6315 Freedom Avenue, Sykesville 21784	Ms. Donna Sivigny
Robert Moton Elementary School	1413 Washington Road, Westminster 21157	Dr. Patricia Dorsey
Runnymede Elementary School	3000 Langdon Drive, Westminster 21158	Ms. Donna Sivigny
Sandymount Elementary School	2222 Old Westminster Pike, Finksburg 21048	Ms. Donna Sivigny
Spring Garden Elementary School	700 Boxwood Drive, Hampstead 21074	Mrs. Tara Battaglia
Taneytown Elementary School	100 Kings Drive, Taneytown 21787	Ms. Donna Sivigny
Westminster Elementary School	811 Uniontown Road, Westminster 21158	Ms. Marsha Herbert
William Winchester Elementary School	70 Monroe Street, Westminster 21157	Dr. Patricia Dorsey
Winfield Elementary School	4401 Salem Bottom Road, Westminster 21157	Mr. Ken Kiler
MIDDLE		
Mt. Airy Middle School	102 Watersville Road, Mt. Airy 21771	Ms. Marsha Herbert
North Carroll Middle School	2401 Hanover Pike, Hampstead 21074	Ms. Marsha Herbert
Northwest Middle School	99 Kings Drive, Taneytown 21787	Dr. Patricia Dorsey
Oklahoma Road Middle School	6300 Oklahoma Road, Sykesville 21784	Mrs. Tara Battaglia

Shiloh Middle School	3675 Willow Street, Hampstead 21074	Ms. Donna Sivigny
Sykesville Middle School	7301 Springfield Avenue, Sykesville 21784	Dr. Patricia Dorsey
East Middle School	121 Longwell Avenue, Westminster 21157	Mrs. Tara Battaglia
West Middle School	60 Monroe Street, Westminster 21157	Mr. Ken Kiler
HIGH		
Century High School	355 Ronsdale Road, Sykesville 21784	Ms. Donna Sivigny
Francis Scott Key High School	3825 Bark Hill Road, Union Bridge 21791	Mr. Ken Kiler
Liberty High School	5855 Bartholow Road, Eldersburg 21784	Mrs. Tara Battaglia
Manchester Valley High School	3300 Maple Grove Road, Manchester 21102	Ms. Marsha Herbert
South Carroll High School	1300 West Old Liberty Road, Sykesville 21784	Ms. Marsha Herbert
Westminster High School	1225 Washington Road, Westminster 21157	Ms. Donna Sivigny
Winters Mill High School	560 Gorsuch Road, Westminster 21157	Dr. Patricia Dorsey
OTHER		
Carroll County Career and Technology Center	1229 Washington Road, Westminster 21157	Ms. Marsha Herbert
Gateway School/Crossroads Middle	45 Kate Wagner Road, Westminster 21157	Ms. Marsha Herbert
Carroll Springs School	495 South Center Street, Westminster 21157	Mr. Ken Kiler
Outdoor School	300 John Owings Road, Westminster 21158	Tara Battaglia