
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY BDF: ADVISORY COUNCILS TO THE BOARD OF EDUCATION
OF CARROLL COUNTY**

I. GENERAL GUIDELINES FOR COMMUNITY ADVISORY COUNCILS

- A. The Superintendent of Schools will recommend council members for appointment or reappointment to the Board of Education for approval each August.

In recommending members of advisory councils, the following guidelines should be followed:

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 be balanced, as appropriate to the topic, by socioeconomic status, race/ethnicity, gender, geographic area, and/or range of viewpoints; and
 3. Members of advisory councils should be given sufficient background information and/or access to resources to carry out their responsibilities.
- B. The Superintendent shall designate an appropriate staff member to serve as a liaison to each advisory council.
- C. With the exception of the Security Advisory Council, when the Board of Education appoints any council which includes citizen representation, student representation should also be included, as appropriate.
- D. Annual Reports to the Board of Education.
1. Each community advisory council shall report, annually, to the Board of Education in June.
 2. Additional reports or presentations may be scheduled as the Board of Education deems necessary or appropriate.
- E. Annual Charge to Community Advisory Councils.
1. Advisory councils established under this policy shall have a specific charge which establishes their advisory role, pre-determined rules for operation, a projected timeline for completion of work, a person with overall responsibility, provisions for establishing membership, and a designation as to

whom reports are submitted. Advisory councils to the Board shall address only those specific matters for which they are appointed.

2. Concurrent with the appointment or reappointment of council members in August of each year, the Board of Education shall provide each community advisory council with an annual charge.
3. The annual charge from the Board of Education shall serve as the basis for the annual report to the Board.

F. By-Laws for Community Advisory Councils.

1. Subject to review by the Board of Education, each Community Advisory Council may establish by-laws.
2. The by-laws shall guide the operations, election of chairpersons, and rules of procedure for the council, including the council's process for receiving and responding to public input during its deliberations.
3. Each council shall inform the Board of Education when by-laws are adopted or amended.

G. Advisory councils shall meet at times and places convenient to its members and shall provide reasonable public notice of the dates, times, and locations of their meetings.

H. Except as specifically authorized by the Board, advisory councils shall not obligate the Board for the payment of any funds.

II. COMMUNITY ADVISORY COUNCIL

- A. The Community Advisory Council (CAC) shall consider matters pertinent to public education and present concerns and recommendations in accordance with its by-laws to the Board for consideration and possible action. The CAC shall also respond to requests from the Board for research and recommendations.
- B. The Community Advisory Council will have regular appointments at meetings of the Board and will present a formal report to the Board at the end of each year. All reports shall be presented directly to the Board by the chairman/designee. Informational copies of all written reports will be provided to the Superintendent and appropriate staff members.
- C. Membership in the Community Advisory Council.
 1. Each school's Parent-Teacher or Parent-Teacher-Student Organization may designate a person to serve as a member in accordance with Community Advisory Council by-laws. If a school does not have a PTA, PTO, or PTSO,

- the school principal may designate a person to serve as a member.
2. The Carroll County Student Government Association (CCSGA) may designate a person to serve as a member in accordance with Community Advisory Council by-laws.
 3. Additional members may be approved by the membership in accordance with Community Advisory Council by-laws.
 4. The Superintendent of Schools will designate a staff member to serve as liaison.
 5. Provisions will be made by the Board for administrative assistance and other expenses.

III. SECURITY ADVISORY COUNCIL

- A. The Security Advisory Council shall consider matters pertinent to the school system security program and present findings and recommendations to the Board.
- B. Membership in the Security Advisory Council.
 1. The Superintendent shall recommend members for appointment from the following groups:
 - a. Appropriate members of the Superintendent's Cabinet;
 - b. A representative from each exclusive employee representative organization;
 - c. At least three parent representatives from different grade levels and regions of the county; and
 - d. Two representatives designated from the staff of the Carroll County Government.
 2. The Supervisor of School Security shall serve as the staff liaison.
 3. The Board shall request that the Carroll County Sheriff or designee serve as an ex-officio advisor to the Security Advisory Council.
 4. Provisions will be made by the Board for administrative assistance, technical support, and other expenses.

IV. CAREER AND TECHNOLOGY EDUCATION ADVISORY COUNCIL

The charge of the Career and Technology Education Advisory Council is to:

- participate in the development of annual program plans and accountability reports;
- provide local educational agencies and post-secondary education institutions with advice on current job needs and on the relevancy of curriculum being offered in meeting such needs; and
- provide advice and recommendations to the Board and Superintendent regarding issues related to Career and Technology Education.

V. CURRICULUM COUNCIL

The charge of the Curriculum Council is to:

- develop a working knowledge of curriculum goals, trends, and issues;
- network with curriculum supervisors to communicate local concerns and issues regarding curriculum;
- communicate curriculum goals, trends, and issues with individual parents, parent groups, and the home school;
- review and recommend to the Board of Education instructional textbooks and materials proposed for adoption; and
- provide advice and recommendations to the Board and Superintendent regarding issues related to curriculum, as requested or as initiated by the Council.

VI. SPECIAL EDUCATION CITIZENS' ADVISORY COUNCIL

The charge of the Special Education Citizens' Advisory Council is to:

- serve as a liaison between students, parents, the community and the Office of Special Education;
- promote networking with parents, professionals in the field of special education law, curriculum and instruction, and service delivery;
- enhance partnerships with community agencies and professionals who represent and serve children with disabilities;
- support the Office of Special Education's annual review of programs and services during the budgetary process;
- provide information forums for parents, caregivers, educators, students, and professionals related to current issues in Special Education;
- assist parents/guardians/caregivers to become a more educated, confident and comfortable participants in their child's education; and
- to support the LSS in attaining high achievement for students with disabilities through continuous process improvement.

VII. TEACHER ADVISORY COUNCIL

The charge of the Teacher Advisory Council is to:

- provide recommendations to county teachers and administrators regarding effective teaching strategies that provide for student achievement; and
- provide advice and recommendations to the Board and Superintendent regarding issues related to instruction and learning, as requested or initiated by the council.