

# Community Advisory Council

CARROLL COUNTY PUBLIC SCHOOLS

## Community Advisory Council Meeting October 8, 2018

The Community Advisory Council met on Monday, October 8, 2018, at 7:00 p.m. at the Board of Education offices in Westminster.

### Role of the Community Advisory Council/Attendance at Meetings

CAC Chair Carmen Shanholtz and Carey Gaddis, Supervisor of Community and Media Relations, shared information on the role of the Community Advisory Council. CAC is an advisory committee to the Board of Education and members speak as representatives for their schools and their community. The Board may assign specific topics to the group for study, and CAC also may request to study other topics. Members are encouraged to speak with their principals and establish a method to communicate information from CAC to their school communities. During CAC meetings, members have the opportunity for specialized discussion on topics such as security and budget.

Board President Bob Lord said that while the committee works at the pleasure of the Board, it is a two-way process. For example, members have the opportunity to hear directly from the Superintendent and the Supervisor of Security at this meeting. Members also are able to provide feedback from their schools and their communities to the Board.

The Community Advisory is now part of the CCPS Strategic Plan under Pillar II: Strengthen Productive Family and Community Partnerships. The performance target is for CAC to increase its attendance rate at meetings to 85% during the current school year and 100% by 2022-23. Therefore, we will be placing an increased emphasis on attendance and will be tracking the schools represented at each meeting. If a member cannot attend a meeting, they are encouraged to find someone to take their place. If a member can no longer serve should notify the Chair and help the principal find a new representative.

[Click here](#) to view the CAC Bylaws.

### Special Guests

**Superintendent Steve Lockard** introduced himself and shared information on his background. Dr. Lockard has created an entry plan to build on the success of the school system and will be doing a lot of listening. He thanked CAC members for their time and stressed that a Community Advisory Council is critical to the Board and the superintendent as they work for the best interests of our students, schools, and staff. He believes in a collaborate team approach and uses the tagline "Together – It's Possible." He would like to keep the focus on teaching and learning and to be of a mindset of service and support. Everyone, including parents and community members, plays a key role in making that happen.

### **Meeting Dates 2018-2019**

Monday, October 8, 2018 • Tuesday, November 20, 2018

Monday, January 14, 2019 • Tuesday, March 19, 2019 • Thursday, May 16, 2019

All meetings will be held at 7:00 p.m. at the Board offices in Westminster.

**Duane Williams, Supervisor of School Security**, thanked CAC members for their feedback at the last meeting. He worked over the summer to make some improvements in communication, including the security web page, wording changes in the school calendar and student handbook, and a uniform PowerPoint presentation for principals to share with parents at back to school nights. The presentation has been sent to all parents on SchoolMessenger. [Click here](#) to view the presentation online.

Mr. Williams also shared information on the Safe to Learn Act, which addresses both school security and mental health. CCPS has been applying for grant money through the Act and is eligible for up to \$364,000. We currently have four School Resource Officers in the high schools, as well as two SRO supervisors. Patrol deputies and local police departments regularly check on other schools. The Sheriff's office continues to hire and train SROs.

Ms. Shanholtz reported that three CAC members serve on the Security Advisory Council. The two groups work together. It is important that CAC communicate concerns, ideas, and suggestions.

### **Election of Chair/Creation of Secretary Position**

The CAC bylaws call for the election of a Chair at the last meeting of the year. Some members have felt that the election should take place at the beginning of the school year so the current membership could choose the Chair. Following discussion, it was moved by Jennifer Nallo (West Middle School) and seconded by Christine McKeldin Culley (Winfield Elementary), to hold the annual election of the Chair in March. The motion passed.

It was suggested that the Chair present CAC's annual report to the Board. It was also suggested that the first meeting be scheduled for the third week in September and the last meeting be held in April.

The group discussed creating a position for a secretary who would take notes at meetings and assist with communications. Moved by Teresa McCulloh (CCEA) and seconded by Jennifer Nallo (West Middle School), CAC members approved the creation of the secretary position. Susan Neubert (Westminster High School) volunteered to serve as secretary.

### **Subcommittees**

Ms. Gaddis suggested that CAC form two subcommittees – Marketing and Membership. She will email members explaining the function of each subcommittee and asking for volunteers.

### **Miscellaneous**

- Principals Glen Messier (Mechanicsville Elementary) and Betsy Cunningham (Friendship Valley Elementary) will share information from CAC meetings at the elementary principal meetings.
- Members would like to receive meeting dates further in advance.
- It was suggested that one "paper" mailing to members may be worthwhile, perhaps a letter from the superintendent with meeting dates and a list of members.

## **Future Topics**

CAC members identified the following topics of interest for future meetings:

Bring Your Own Device  
Elementary Behavioral Task Force  
Legislation regarding Education

Please email Ms. Gaddis at [wcgaddi@carrollk12.org](mailto:wcgaddi@carrollk12.org) with any additional topics for future meetings.

The next meeting will be held on Tuesday, November 20, 2018, at 7:00 p.m. at the Board offices.

The meeting adjourned at 9:03 p.m.

## **Schools Represented:**

Cranberry Station Elementary, Eldersburg Elementary, Francis Scott Key High, Friendship Valley Elementary, Gateway School/Crossroads, Linton Springs Elementary, Manchester Elementary, Mechanicsville Elementary, Mt. Airy Elementary, North Carroll Middle, Oklahoma Road Middle, Runnymede Elementary, Parr's Ridge Elementary, Piney Ridge Elementary, Sandymount Elementary, West Middle, Westminster Elementary, Westminster High, William Winchester Elementary, Winfield Elementary, Winters Mill High, CCEA, CCSGA, CASE