



COMMUNITY RELATIONS: Community Involvement

Area Education Advisory Councils (AEAC)

I. Policy Statement

- A. The Board of Education of Baltimore County (Board) believes that area education advisory councils (AEACs) exist to improve the quality of education in Baltimore County and to strengthen the relationship between the school system and the community by serving as informed advisors to the Board on public school issues and by promoting interest and involvement in the school system.
- B. The Board establishes the AEACs as standing committees which report directly to the Board. With careful attention to input from the community, AEACs are charged with advising the Board on issues that affect students, families, communities and schools.
- C. The Board has the authority to appoint additional citizen advisory councils or committees as needed.

II. Definitions

- A. *Area Education Advisory Council Chair* – The one person elected among the area education advisory council membership in each geographic area of Baltimore County, who holds office in, or leads the AEAC.
- B. *Area Education Advisory Council Coordinator* – The person appointed by the Board who oversees the activities of all of the Board’s AEACS.
- C. *Area Education Advisory Councils (AEACs)* – The advisory committees established by the Board pursuant to the *Annotated Code of Maryland*, Education Article §4-112.
- D. *Geographic Areas of Baltimore County* – Demarcated areas which represent the Southeast, Southwest, Central, Northeast and Northwest areas of Baltimore County based on geography and the number of schools within the designated areas.

III. Scope

- A. The Board establishes AEACs as instruments to promote interest and involvement in the school system. The Board cannot delegate its authority or responsibility for decision and policy making.
- B. The Board will receive, carefully consider and submit timely responses (within 90 days) to all recommendations and suggestions of the AEACs, but cannot be obligated to adopt them.

IV. Organization

- A. There shall be an AEAC in each of the five geographic areas of Baltimore County: Southeast, Northeast, Central, Northwest and Southwest.
- B. Each AEAC shall consist of no more than fifteen (15) community members, which may include no more than two (2) student members appointed by, and responsible to, the Board.
- C. The staff contact for the AEAC Coordinator and each AEAC Chair is the Senior Executive Assistant to the Board.
- D. Each AEAC shall elect its own officers and develop a program plan.
- E. Close communication between the AEACs and the Board shall be maintained, and the Board shall provide support to assist the AEACs when possible.
- F. The Board shall provide opportunities for the AEACs to report the results of its meetings and group activities and present comments or reports to the Board. The AEAC Chairs, or in the absence of the Chair an AEAC member designated by the Chair, shall present all such reports to the Board during, but not limited to, a regular Board meeting.

V. Membership

- A. The Board shall make all appointments to the AEACs in its sole discretion. Every effort should be made to ensure that the membership is representative of the area it serves, including, but not limited to, membership that is geographically balanced within the area.

1. Any person seeking appointment to an AEAC must be a resident of Baltimore County and live in the geographic area in which the AEAC serves.
 2. No more than three (3) employees of the school system may serve on each AEAC.
- B. Individual citizens, Parent/Teacher (Student) Associations (PTSA), chambers of commerce, homeowners associations and other community organizations may recommend candidates for membership on the AEACs for Board consideration by forwarding recommendations to the appropriate AEAC Chair, who shall provide the names to the Board.
- C. Up to two (2) members of each AEAC may be students whose appointment shall be governed by the following procedures and conditions.
1. Appointments shall be made in May, as needed. To be eligible for appointment, students shall be enrolled in good standing and pre-registered in the eleventh (11th) or twelfth (12th) grade of one of the high schools in the respective geographic area.
 2. Appointments of student members shall continue until the time of their graduation. Membership on the AEAC shall terminate at any time during the year that the student ceases to be enrolled in good standing in one of the high schools in the area.
 3. Upon request from the Board, the Baltimore County Student Councils (BCSC) may recommend a student member for the AEAC by submitting names of eligible students to the Board for Board consideration.
 4. Stakeholder groups and principals may also submit names of candidates for student membership to the Board for Board consideration.
 5. Recommendations for student members shall be forwarded to the appropriate AEAC for informational purposes.
 6. The Board, in its sole discretion, shall appoint all student members to the AEAC. The Board will attempt to rotate appointments among all high schools in the respective area.
- D. Duties of Appointed AEAC Members

The duties of appointed AEAC members include:

1. Actively engaging with their constituents to gather information on area, community or school system issues; and

2. Submitting reports every two months to their AEAC Chair, summarizing their activities to engage with the community and feedback received from the community during the prior months.

E. Conduct of AEAC members

1. AEAC members will not engage in the study of individual student, staff or parent problems or issues, nor shall they represent or support the interests of individual parents or students at meetings.
2. AEAC members shall refrain from using their positions for political activities, including, but not limited to, campaigning or supporting any candidate for election or appointment to public office, for election or appointment to the Board and the election of Board officers.
3. The Board supports the use of social media by AEACs as a valuable tool for communicating with school communities. When using social media, members shall:
 - a. Communicate factual information in a professional and respectful tone while being respectful of other's opinions;
 - b. Use good judgment and common sense when posting on social media; and
 - c. Represent the mission and functions of the AEAC as a whole.

VI. Terms of Office

- A. The term of office for AEAC members may be not less than three (3) years.
- B. Termination of Membership
 1. If an AEAC member is absent for 25% or more of scheduled meetings during a one-year period without sufficient reason, the AEAC Chair may recommend to the Board termination of the individual's membership on the AEAC.
 2. The Board may terminate an individual's membership on the AEAC at its discretion.

VII. Area Education Advisory Council Chair

- A. In order to be eligible for election as an AEAC Chair, a person must have served at least two (2) years as an AEAC member. In the event no members have the requisite service with the AEAC, the AEAC coordinator may recommend to the Board that an exception be granted.

- B. Nominations for an AEAC Chair may be made by its respective AEAC members.
- C. Duties of the AEAC Chair
 - 1. The AEAC Chair, in consultation with the Board and the AEAC Coordinator, shall assist in the following:
 - a. On an annual basis, provide orientation for all new members of the AEACs;
 - b. Organize an annual meeting of the AEAC members for planning purposes;
 - c. Generate publicity countywide regarding the work of the AEAC; and
 - d. Recognize the work of AEAC members.
 - 2. The AEAC Chair shall represent the position of their AEAC on any and all matters pertaining to the mission and functions of the AEAC.

VIII. Area Education Advisory Council Coordinator

- A. The Board shall appoint an AEAC Coordinator for its AEACs.
 - 1. The AEAC Coordinator may not simultaneously serve as a member of any AEAC.
 - 2. The AEAC Coordinator shall serve as a member *ex officio* on each of the Board's AEACs.
- B. The Board will appoint the AEAC Coordinator from one of the AEAC Chairs. To be eligible to be appointed as AEAC coordinator, the individual must have served as an AEAC Chair for at least two (2) years.
- C. The Board's office shall develop procedures for the appointment of the AEAC Coordinator, which shall include input from the AEAC Chairs.
- D. The term of office for the AEAC Coordinator shall be three (3) years. The AEAC Coordinator shall be eligible for two reappointments as AEAC Coordinator or will continue to serve until a successor is appointed by the Board.
- E. Duties of the AEAC Coordinator

The AEAC Coordinator shall assist in the following:

- 1. Consult with each of the AEAC Chairs;

2. Substitute for the AEAC Chair in the event the AEAC Chair cannot chair a planned meeting;
3. Assist in recruiting individuals for membership on the AEACs;
4. Provide a report to the Board on the AEACs' activities during the AEACs' bi-annual meetings with the Board;
5. Work with the Senior Executive Assistant to the Board on matters that affect AEACs; and
6. Recognize the work of the AEAC Chairs and AEAC members.

IX. Functions of the Area Education Advisory Councils

- A. The role of the AEACs established under this policy shall be strictly advisory. The AEACs may not make policy; however, the AEACs, through the AEAC Chair, may make recommendations about policy to the Board.
- B. The role of the AEACs is to advise their constituents on area, community or school system concerns through appropriate administrative channels. The AEACs shall refrain from discussing individual student, staff or parent problems or issues, instead advising their constituents to address these concerns through appropriate administrative channels.
- C. The AEACs may obtain the assessment of community feeling and reaction to issues and transmit opinions to the Board.
- D. The AEACs may function as a sounding body for proposals and give direct input on proposed policies or policy changes, which are in the developmental stages.
- E. AEAC members may be invited to participate in study groups, BCPS committees and task forces when appropriate. The AEACs may advise the Board regarding the need to hold public hearings on issues of interest or concern to the public.
- F. Within the framework of its advice and communication functions with the Board and the community, each AEAC:
 1. Will hold an AEAC meeting each October to obtain input into the operating and capital budgets.
 2. May wish to have presentations and/or discussions such as:
 - a. Hearing reports on curriculum projects;
 - b. Discussing ideas on patterns of school organization and advising the Board on proposed programs;

- c. Examining student enrollments;
 - d. Studying and communicating perspectives regarding educational specifications for new schools;
 - e. Studying and communicating community perspectives regarding architectural planning and design;
 - f. Reviewing physical needs in older buildings and becoming involved both in recommendations and the communication of plans and progress;
 - g. Enlisting community support for meeting the needs of the school system; and
 - h. Engaging in fact-finding in a variety of areas, which might include transportation and extended services, with a view toward apprising the Board on conditions and needs.
- G. The AEACs serve as an instrument to strengthen the relationship between the school, community and school system.
- H. The AEACs shall provide an opportunity for interested citizens and community groups to offer suggestions for analysis and possible recommendations.
- X. The AEACs will meet with the Board twice a year, once in the fall and once in the spring. Board members are encouraged to attend the joint meetings of the AEAC.
- XI. Application Process
 - A. Anyone interested in serving on an AEAC may submit a resume to the AEAC Chair of the AEAC in their geographic area.
 - B. Following receipt of a resume, the AEAC Chair will review the resume with his/her respective AEAC members and forward a recommendation for membership to the Board for approval and to the AEAC Coordinator for information.
 - C. The Senior Executive Assistant to the Board will acknowledge receipt of the application for appointment to the appropriate AEAC Chair and to the applicant.
 - D. The Board will make every effort to decide on an applicant's appointment within one month of receiving the resume/application.

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- E. If the Board approves the appointment, the Board shall notify the AEAC Chair and the AEAC Coordinator of the appointment and inform them when the appointment will be announced. If the Board declines to appoint the applicant, the Board shall inform the AEAC Chair, who will inform the applicant and the AEAC Coordinator of the Board's decision.

Legal References: *Annotated Code of Maryland*, Education Article § 4-112, *Advisory Committees*

Related Policies: Board of Education Policy 1200, *Community Involvement*
Board of Education Policy 1270, *Parent and Family Engagement*
Board of Education Policy 1280, *Boundary Changes*
Board of Education Policy 8130, *Policy Formulation*
Board of Education Policy 8315, *Meetings – Participation by the Public*

Related Rules: Superintendent's Rule 1270, *Parent and Family Engagement*
Superintendent's Rule 1280, *Boundary Changes*

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