

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

**CITIZEN ADVISORY COMMITTEE (“CAC”)
FOR BUDGET
AND
WAIVER OF APPLICATION OF BOARD POLICY 10-0002-000 ENTITLED HARFORD
COUNTY BOARD OF EDUCATION CITIZEN ADVISORY COMMITTEES**

AUGUST 15, 2016

Background Information:

Pursuant to Section 4-112 of the Education Article of the Maryland Code, the Board is authorized to establish CACs for the purpose of advising the Board regarding various matters relating to programs and activities in the school system.

Discussion:

The Board has discussed, for a period of time, the establishment of a CAC for the purpose of advising it regarding the school system budget. Pursuant to these discussions, a charter for such a CAC has been drafted. A copy of the proposed charter is attached.

The proposed charter contains provisions that vary from the requirements set forth in Board Policy Number 10-0002-000 entitled Harford County Board of Education Citizen Advisory Committees, which pertains to Board CACs generally.

Due to the variance between the proposed charter for the CAC on Budget and the above policy, the Board will be required to vote to waive the application to the proposed charter of Board Policy Number 10-0002-000 entitled Harford County Board of Education Citizen Advisory Committees. The authority for such a waiver is found in Board Policy Number 22-0019-000 entitled Waivers from Board Policies.

Attachments:

1. Proposed charter
2. Current Board Policy 10-0002-000 entitled Harford County Board of Education Citizen Advisory Committees.

3. Current Board Policy 22-0019-000 entitled Waivers from Board Policies.

Recommendation:

Based on the above, it is recommended that the Board:

1. Waive application of Board Policy Number 10-0002-000 entitled Harford County Board of Education Citizen Advisory Committees with regard to action it may take regarding a decision on approval of the attached charter for the CAC for Budget.
2. Adopt the attached charter for the CAC for Budget.

**PROPOSED
Budget Citizen Advisory Committee Charter**

DRAFT AS OF: JUNE 3, 2016

The Board of Education of Harford County (the "Board") has established a Budget Citizen Advisory Committee (the "Committee") with responsibilities and specific duties as described in this Charter. The Board shall review and reassess the adequacy of this Charter at least annually at the first meeting of each new school year.

Purpose

The purpose of this Committee is to provide input on an advisory basis to the Board as it considers the adoption of Harford County Public Schools Annual Budget by recommending ways to improve the budget, the budgeting process and its presentation to the community. The Committee has no authority other than in an advisory role and will serve at the sole discretion of the Board. It is the role and sole prerogative of the Board to enact policy. The Committee is expected to offer observations and recommendations to the Board concerning the budget and the budgetary process.

Composition

The Committee shall consist of at least twelve (12) members who reside in Harford County, Maryland. Each of the nine (9) Board members will nominate one member to serve on the Committee. Board members are encouraged to consider diverse members from the community. It is recommended that members possess a background in business, accounting and/or management. Each member of this Committee shall be approved by a majority vote of the Board. The three (3) additional members will be members of the Audit Committee.

Each member of the Committee shall be appointed by the Board for an initial four (4) year term and shall be eligible for reappointment. Terms commencing in July of 2016 shall be established, by lot, as three or four year terms in order to initially provide distribution of term service. If elected to the Board of Education, a Committee member shall resign from the position on the Budget Advisory Committee. A member shall not serve for more than two full terms. A member of the Committee may be removed for cause. Initial terms will commence on July 1, of each calendar year, however, replacement terms shall be commenced upon the ratification of the replacement member.

The members of the Committee shall designate a Chairperson and Secretary by majority vote of the full Committee membership who shall each serve a two (2) year term and are eligible for reappointment for a second term at the first meeting of the fiscal year of the year following the expiration of the term.

A member who is absent without reasonable cause from three (3) successive meetings shall be considered to have resigned the member's seats. The Committee shall move to fill the position consistent with the terms of this Charter.

Meetings

The Committee shall meet at least four times in each fiscal year, a minimum of once a quarter, in each fiscal year or more frequently, if circumstances dictate, to provide input to the Board. Written notices of an upcoming meeting shall be emailed to members at least ten (10) calendar days before a meeting. Minutes will be kept and copies provided to members and disseminated to the Board within ten (10) calendar days following each meeting.

Miscellaneous

The Committee members are expected to maintain confidentiality in the exercise of their duties and responsibilities when exposed to confidential information. While members are expected and encouraged to discuss the budget within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.

Findings and recommendations are to be regularly reported to the Board of Education.

The Committee members shall perform any other activities consistent with this Charter or as the Board deems necessary or appropriate.

PROPOSED
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DRAFT AS OF: AUGUST 1, 2016

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Composition

The Committee shall consist of at least thirteen (13) members who reside in Harford County, Maryland. Each of the nine (9) Board members will nominate one member to serve on the Committee. Board members are encouraged to consider diverse members from the community. It is recommended that members possess a background in education, business, accounting and/or management. Each member of this Committee shall be approved by a majority vote of the Board. The three (3) additional members will be members of the Audit Committee.

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Findings and recommendations are to be regularly reported to the Board of Education.

The Committee members shall perform any other activities consistent with this Charter or as the Board deems necessary or appropriate.

DRAFT

POLICY TITLE: Harford County Board of Education Citizen Advisory Committees		
ADOPTION/EFFECTIVE DATE: 12/10/2001	MOST RECENTLY AMENDED: 1/25/2005	MOST RECENTLY REAFFIRMED: 9/9/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Stakeholders		

The Board of Education of Harford County seeks to review information, provide for systematic community input, study the budgetary and educational impact of programs and mandates on students and the school system, and explore options on the issues and action-requests which come before it. To achieve these ends, the Board may establish and appoint committees, as it deems appropriate, including citizen advisory committees.

This policy sets forth the guidelines to be followed in the creation, membership selection, and operation of Board of Education established citizen advisory committees.

1. Description

Ad hoc and standing committees of community members established by the Board for a period of from one to three years or longer for achieving a designated purpose and/or for completion of a Board-defined area of study to be determined by the Board.

2. Purpose

Committees shall advise the Board of their findings and recommendations in the fall of each year, during the period of time for which each has been established (one, two, or three years), or at the completion of the assigned responsibility. Committee recommendations are advisory and nonbinding.

3. Membership

- a) Members shall serve terms of from one to three years, during the operation of the committees. Initial appointments, therefore, may be made on a one, two, or three-year basis.
- b) There shall be at least fifteen members on each citizen advisory committee.
- c) Each committee shall include a representative of the Harford County Education Association (HCEA), Harford County Council of Parent Teacher Associations (HCCPTA), Harford County Regional Association of Student Councils (HCRASC), and members of the community at large.
- d) Each member shall be appointed by the Board of Education based on recommendations made by the Superintendent.

- e) The following general guidelines shall be utilized in the application and selection process:
 - (1) Interest and/or expertise in the identified purpose or charge established by the Board for the committee;
 - (2) Evidence of active, responsible community, social group, and/or civic membership;
 - (3) Appropriate representation of all members and groups in the community;
 - (4) Appropriate representation from the various geographical regions of the county;
 - (5) Backgrounds of varied and broad interests; and,
 - (6) Availability.
- f) The membership of each committee shall include a Board-appointed Board member liaison, who will provide information to the committee including clarification of the committee's purpose and/or annual charge as necessary, and who will communicate committee progress and accomplishments to the Board. At a Fall Board business meeting, the Board will review the Board member assignments to the committees and reaffirm or change the assignments as well as assign alternate Board members for the committees.
- g) The Superintendent shall be an ex-officio member of each committee.
- h) The membership of each committee shall include at least one professional staff member designated by the Superintendent, who will serve as the staff coordinator to provide information and services to the committee including:
 - (1) Notifying committee members of the time, date, and location of meetings;
 - (2) Duplicating and mailing agendas;
 - (3) Duplicating and mailing copies of reports and committee materials; and,
 - (4) Scheduling the committee report to the Board either in the fall of each year as described in item 2 above, or at the completion of its charge.
- i) The membership of each advisory committee shall include a student representative, selected on an annual basis through a process to be developed and implemented by HCRASC and the director of secondary education.

4. Operating Procedures

- a) The chairperson of each committee, other than the staff coordinator, Board member liaison, or student member, will be elected by the committee on an annual basis and will preside at all meetings. Committees will identify and elect any other officer deemed necessary to function effectively.
- b) Members shall receive no remuneration; however, requests for services or resources necessary to accomplish each committee's purpose and/or charge shall be coordinated and directed to appropriate school system personnel by the assigned professional staff members.
- c) The advisory committees shall meet on a regular basis or as necessary to accomplish their purpose and/or charge with the times and dates to be determined by the committees. Meetings shall be open to the public, unless permitted by law to be closed, and must be publicly advertised.
- d) The taking of minutes shall occur at each meeting to serve as a record of proceedings. Minutes will be shared with committee members, Board of Education members, and the Superintendent. This process will be facilitated by the staff coordinators.
- e) The task of the committees is to advise the Board of Education on matters pertaining to their purpose and/or charge. Robert's Rules of Order, latest edition, shall govern whenever such a formal recourse is required.
- f) Interim progress or status reports shall be made to the Board of Education upon request. Committee reports and recommendations shall be presented to the Board at least once annually, in the Fall, during a regular Board of Education business meeting or scheduled work session.

5. Termination

- a) The President of the Board of Education or his/her designee shall notify members of each committee in writing when their term has expired. In case of a resignation from a committee, a replacement shall be named by the Board for the remainder of the unexpired term, and such person shall be eligible for appointment to another designated term.
- b) Any member who is absent from fifty percent or more of the scheduled meetings during any twelve month period shall be eligible for removal from a committee upon the recommendation of the chairperson to the Board of Education.
- c) The President of the Board of Education or his/her designee shall notify members of each committee in writing when it has been determined by the Board that the work of the committee has been accomplished or that the original purpose and/or

annual charge to the committee has changed to the extent that the committee should be disbanded.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	12/10/2001	
Reaffirmed	9/9/2002	
Amended	11/22/2004	
Amended	1/25/2005	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE: Patrick Spicer	JOB POSITION OF PERSON RESPONSIBLE: General Counsel	
DESIGNEE NAME: N/A	JOB POSITION OF DESIGNEE: N/A	
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REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School System Governance .01.20		

POLICY

Harford County Public Schools

POLICY TITLE: Waivers from Board of Education Policies		
ADOPTION/EFFECTIVE DATE: 6/13/1994	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School System Governance		

Given special circumstances, the Board of Education shall consider requests to waive policy.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

POLICY

Harford County Public Schools

Policy Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 6/13/1994		
Amended 1/21/1998		
Reaffirmed 5/6/2002		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.057		