

Changes in blue were approved by the Policy Committee at its public work sessions on 10/23/18, 3/26/19, 4/2/19, 4/29/19, and 5/9/19.

FILE: BDF

## ADVISORY COMMITTEES TO THE BOARD OF EDUCATION

### I. Purpose

The purpose of Policy BDF is to establish advisory committees to the Board of Education.

### II. Background

~~The Board of Education seeks to provide for systematic community input, review information, study the impact on our students and the school system, explore options on the issues and action requests which come before it, and comply with state laws and regulations. To achieve these ends, the Board of Education may establish and appoint advisory committees to the Board of Education as it deems appropriate.~~ Advisory committees to the Board of Education exist for the purpose of providing community input and rendering advice on a variety of topics that impact students and the school system. The Board reviews the committees' findings, explores options on the issues and action requests submitted by the committees, and assures compliance with state laws and regulations while basing its decisions on what is in the best interest of students and the mission of the school system.

### III. Policy Statement/Procedures

#### A. Advisory Committees to the Board of Education

1. ~~Advisory committees exist for the purpose of rendering advice based upon what is in the best overall interest of students and the mission of the school system.~~ Such committees have only the authority vested in them through a given charge provided by the Board of Education, or as may otherwise be provided by State law. They report only to the authority which established them and serve at the pleasure of this authority, within the limits of their specific charge.
2. Advisory committees, depending on their generic purpose, can be either major (i.e., county-wide in scope) or minor (i.e., localized in scope), and, as such, take one of two forms:
  - a. Ad hoc—short-term in nature and ceasing when their specific purpose is accomplished; or
  - b. Standing—having an on-going status in accordance with the charge provided by the Board of Education.
3. Committee members are Board of Education appointed based upon information provided by interested parties on the “Application for Advisory Committees to the Board of Education” which is available on the Washington County Public Schools website.
4. ~~Term of Office—Standing Advisory Committees to the Board of Education~~ The term of office may vary by type of committee and/or specific topic.
  - a. Individuals may be appointed to a term of office of ~~up to~~ between one (1) and five (5) years.

- b. The terms of office may be staggered to allow for the rotation of up to half (½) of the membership of an advisory committee every five (5) years.
  - c. All appointments and re-appointments to ~~an~~ all advisory committees are ~~subject to be made by the approval of the~~ Board of Education. Input may be sought from the Superintendent or appropriate staff members.
5. A charge will be given that is appropriate to the advisory committee's purpose and will include:
- a. a statement that the committee is advisory only;
  - b. a statement of the specific purpose, goals, and objectives;
  - c. a statement establishing a schedule for interim and/or final reports; and
  - d. other related information as relevant.

## B. Compliance with Maryland's Open Meetings Act ("Act")

### 1. Open Meetings

- a. All meetings of an advisory committee are to be open to the public unless the chair of the committee receives prior approval from the President and Vice President of the Board of Education and counsel to the Board to conduct a closed meeting.
- b. If a closed meeting is authorized, the chair of the advisory committee is responsible for making certain all provisions of the Act are followed.

### 2. Public Notice of the Meeting and the Agenda of the Meeting

- a. Before an advisory committee conducts a meeting, the staff liaison is to provide reasonable advance public notice of the meeting.
- b. The notice is to be in writing; include the date, time, and place of the meeting; and if appropriate, include a statement that a part or all of a meeting may be conducted in closed session.
- c. The notice is to be delivered electronically to representatives of the news media who regularly report on meetings of the Board of Education and by posting the notice on the website(s) ordinarily used by the Board of Education to provide information to the public.
- d. A notice shall be kept for at least five (5) years.
- e. The staff liaison is responsible for making the agenda of the meeting available at the same time as notice of the meeting is provided.

### 3. Agenda Preparation

- a. The staff liaison, in consultation with the chair of the advisory committee, is to prepare the agenda for an advisory committee meeting.
- b. The agenda is to contain known items of business or topics to be discussed at the meeting.

C. Advisory Committee Meeting Minutes

- a. The staff liaison is to prepare the minutes as soon as practicable after the advisory committee meeting.
- b. The minutes shall reflect each item that the advisory committee considered; the action that the advisory committee took on each item; and each vote that was recorded.
- c. The staff liaison shall electronically circulate the draft meeting minutes to the members of the advisory committee and provide the committee members a time period in which to offer comments. The minutes will be considered approved after the time period passes and will then be issued by the staff liaison.
- d. ~~Minutes of each advisory committee shall be kept and~~ The approved minutes are to be forwarded promptly by the staff liaison to the Board of Education, and Superintendent, and the members of the advisory committee.
- e. The staff liaison will arrange to have the advisory committee's approved minutes posted on BoardDocs.
- f. The staff liaison shall keep a copy of the minutes of each meeting for at least five (5) years after the date of the meeting.

D. Standing Advisory Committees to the Board of Education

The following committees are designated as standing advisory committees to the Board of Education:

1. Washington County Board of Education Budget Advocacy and Review Advisory Committee
2. Washington County Board of Education Calendar Advisory Committee
3. Washington County Board of Education County Citizens' Advisory Council
4. Washington County Board of Education District Technology Planning Advisory Committee
5. Washington County Board of Education Ethics Advisory Panel
6. Washington County Board of Education Facilities and Enrollment Advisory Committee
7. Washington County Board of Education Family Life Advisory Committee
8. Washington County Board of Education Finance and Audit Review Advisory Committee
9. Washington County Board of Education Safe Schools Advisory Committee

- E. An ~~Administrative~~ administrative regulations will be developed to serve as general guidelines for all advisory committees to the Board of Education.

Legal Reference: Annotated Code of Maryland, General Provisions Article, Title 3, Open Meetings Act

Policy adopted: July 6, 1999. Revised: November 21, 2006. Amended: January 3, 2012. Amended: December 4, 2013. Revised: \_\_\_\_\_  
Board of Education of Washington County

## WASHINGTON COUNTY BOARD OF EDUCATION BUDGET ADVOCACY AND REVIEW ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the promotion and review of its annual budget, the Washington County Board of Education has created a Board of Education advisory committee, the Budget Advocacy and Review Advisory Committee (Committee). The Committee shall be comprised of representative educators, parents, businesspersons, and community leaders who are interested in examining, making recommendations, and promoting the budget. ~~The Budget Advocacy and Review Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE BUDGET ADVOCACY AND REVIEW ADVISORY COMMITTEE

1. Review the program priorities that the Board of Education establishes each year before they begin the budget process.
2. ~~As needed,~~ Request and review presentations (by key administrative staff) that outline the budget needs and budget priorities of the various departments/divisions of the school system.
3. Review the ~~proposed~~ draft operating budget and ~~provide~~ provide an independent, public response to the Board of Education and the Superintendent.
4. Once the Board of County Commissioners finalize the local appropriation, ~~review~~ Review the Board of Education's final operating budget and provide comment to the Board of Education, ~~if the committee deems necessary.~~
5. Assist the Board of Education in promoting and advocating the Board's programs and budget proposals. ~~Serve as a liaison to the public to promote the program priorities and the Board of Education's budget proposals.~~
6. ~~Be available to assist the Board of Education in advocating its budget with the Board of County Commissioners and with the general public.~~

### MEMBERSHIP SPECIFICATIONS

~~The members of the Budget Advocacy and Review Advisory Committee shall be appointed by the Board of Education. Membership on the Budget Advocacy and Review Advisory Committee shall be limited to no more than fifteen (15) members of the community. Efforts should be made to appoint to the Committee as voting members, a representative from the County Citizens' Advisory Council. Appointments shall consider appropriate financial, business, or educational background, geographical residency, and community involvement. The Committee shall select a chair and vice chair.~~

The Chief ~~Financial~~ Operating Officer or his/her designee shall serve as an ex-officio non-voting member of the Committee.

### OPERATIONS OPERATIONAL SPECIFICATIONS

1. The Committee will report to the Board of Education after adoption of the ~~proposed~~ draft Board of Education budget and at other times as requested by the Board of Education.
2. The ~~Committee's~~ independent response reports to the Board of Education shall ~~be:~~ focus on the following criteria of budget review, as appropriate:
  - a. ~~Consistency~~ Consistent with the current Master Plan.
  - b. Educationally soundness.
  - c. ~~Consistency~~ Consistent with assessment data.
  - d. Cost effectiveness.
  - e. Balanced between systemic and school needs.

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File: BDF-E(2)

## WASHINGTON COUNTY BOARD OF EDUCATION CALENDAR ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the staff and public in the development of a two (2) year calendar, the Board of Education has created a standing Board of Education advisory committee, known as the Calendar Advisory Committee ("Committee"). The Committee shall be comprised of appropriate representatives from all employee groups and the community who are interested in the preparation of the annual school calendar. ~~The Calendar Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE CALENDAR ADVISORY COMMITTEE

Develop two (2) consecutive school year calendars for ~~the public school system~~ Washington County Public Schools within legal parameters and contractual provisions. Unforeseen circumstances may necessitate a request from the Committee to modify ~~the a~~ a calendar.

### MEMBERSHIP SPECIFICATIONS

~~The members of the Calendar Advisory Committee shall be appointed by the Board of Education.~~ Membership on the Calendar Advisory Committee shall be limited to no more than 20 members. The voting members will include the following: five (5) teacher representatives — two (2) from the elementary school level and three (3) from the secondary level, with at least one (1) from the middle school level and one (1) from the high school level; two (2) representatives from the educational support personnel group; two (2) representatives from the administrators and supervisors group; two (2) representatives from the central office; two (2) parents of Washington County Public Schools (WCPS) students ~~representatives from the County Citizens Advisory Council~~; one (1) junior class representative and one (1) senior class representative from county high schools on a rotating basis; and two (2) ~~at-large~~ large representatives of the Washington County community. In addition, the staff liaison to the Committee is designated as Committee chair, and as a voting member. ~~The Committee will select a vice chair.~~

Preference for membership will be given to those who have not previously served on the Calendar Advisory Committee or other Board of Education committees, who live in Washington County, and who work at different schools and/or represent a variety of different geographically defined high school attendance zones in Washington County.

### OPERATIONS OPERATIONAL SPECIFICATIONS

1. The Committee will report to the Board of Education as requested.
2. Reports to the Board of Education shall focus on recommendations for the two (2) consecutive school year calendars.

Exhibit adopted: October 19, 1999. Revised: November 28, 2000. Revised: November 21, 2006. Revised: March 20, 2012. Amended: \_\_\_\_\_

Washington County ~~Public Schools~~ Board of Education

## WASHINGTON COUNTY BOARD OF EDUCATION COUNTY CITIZENS ADVISORY COUNCIL

### STATEMENT OF PURPOSE

To involve the public in the promotion of the highest feasible standards of educational excellence in Washington County Public Schools, and in compliance with the legal requirement referenced below, the Board of Education has created a standing Board of Education advisory committee, known as the County Citizens Advisory Council. The Council shall be comprised of representative parents, businesspersons, and community leaders who are interested in studying the issues relating to the pursuit of educational excellence. ~~The County Citizens Advisory Council serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE COUNTY CITIZENS ADVISORY COUNCIL

1. Provide ongoing support for the schools' citizens advisory committees.
2. Coordinate the study of school system issues as requested by the Board of Education.
3. Make recommendations for school system improvements to the Board of Education.
4. Participate in school system comprehensive planning as requested by the Board of Education.
5. Foster understanding of Board of Education policies and initiatives within the general public.
6. Serve as a body to react to educational proposals being developed.
7. Encourage participation in school affairs by the citizens of Washington County.
8. Be available to assist the Board of Education in the promotion of program priorities to the school citizens advisory committees and to the general public.

### MEMBERSHIP SPECIFICATIONS

~~The members of the County Citizens Advisory Council shall be appointed by the Board of Education.~~ Membership on the County Citizens Advisory Council shall be limited to no more than 15 members of the community. One (1) of the voting members shall be a representative from the school principals, as designated by the superintendent on a rotating basis among the elementary, middle, and high school levels. Appointments shall consider representation from residents, parents, and businesses throughout the county, and community involvement. In addition to the chairperson, the Council shall have a vice-chairperson.

Preference will be given to members who have not previously served on the County Citizens Advisory Committee or other Board of Education committees and members who live in Washington County and represent a variety of different geographically defined high school attendance zones in Washington County.

### OPERATIONAL SPECIFICATIONS

1. The Council will report to the Board of Education as requested.
2. The reports to the Board of Education shall focus on the following criteria of review:
  - a. School needs referred from school citizen advisory committees.
  - ~~b. Results of issues studies.~~
  - c. Recommendations for school system improvements.
  - d. Consistency with the school system's current Master Plan, priorities, and policies.

Legal Reference: Section 4-112, *Annotated Code of Maryland*

Exhibit adopted: July 20, 1999. Revised: November 21, 2006. Revised: March 20, 2012. Revised: \_\_\_\_\_  
Washington County ~~Public Schools~~ Board of Education

## WASHINGTON COUNTY BOARD OF EDUCATION DISTRICT TECHNOLOGY PLANNING ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the planning and development of district technology, the Board of Education has created a standing Board of Education advisory committee, known as the District Technology Planning Advisory Committee ("Committee"). The Committee shall be comprised of representative parents, businesspersons, community leaders, and staff who are interested in making recommendations on issues and procedures relating to district technology. ~~The District Technology Planning Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE DISTRICT TECHNOLOGY PLANNING ADVISORY COMMITTEE

1. Provide recommendations for maintaining equitable access to technology for all students, teachers, and administrators.
2. Monitor and promote the integration of technology across all content areas.
3. Promote the implementation of the Maryland Technology Standards for students, teachers, and administrators.
4. Provide input for technology training topics/subjects for all Washington County Public Schools ("WCPS") staff.
5. Review the Appropriate Use Policy and provide recommendations on updates as needed.
6. Monitor the assessment/measurement of technology use in terms of student engagement and performance goals.
7. Assist in the development of the local WCPS Technology Plan as it is updated from time-to-time.

### MEMBERSHIP SPECIFICATIONS

~~The members of the District Technology Planning Advisory Committee shall be appointed by the Board of Education.~~ Membership on the District Technology Planning Advisory Committee shall be limited to no more than 20 members of the staff and community. Two (2) of the voting members shall be one (1) each, a junior class representative and a senior class representative from different county high schools on a rotating basis. Membership should also include a representative from the Washington County Public Network,<sup>1</sup> Washington County Free Library, and Washington County Public Schools' elementary and secondary levels. Appointments shall consider broad representation from the community and the schools. The Washington County Public Schools Director of ~~Information Management & Instructional Technology~~ is designated as Committee chair and as a voting member. [The Committee shall select a vice chair.](#)

### OPERATIONS OPERATIONAL SPECIFICATIONS

1. The Committee will report to the Board of Education at the following times:
  - a. When making recommendations to the Board of Education.
  - b. As requested by the Board of Education.
2. The reports to the Board of Education shall focus on the following criteria of review:
  - a. Financial impact analysis.
  - b. Acquisition and distribution of technology, with emphasis on equity.
  - c. Assessment of the role of technology in student achievement.
  - d. Status of technology in Washington County Public Schools.

Exhibit adopted: September 7, 1999 Revised: November 22, 2006. Revised: March 20, 2012. [Revised:](#)  
Washington County ~~Public Schools~~ [Board of Education](#)

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<sup>1</sup> The Washington County Public Network (WCPN) was created in 1999 as a collaborative team by and among WCPS, City of Hagerstown government, Washington County government, and the Washington County Free Library. The purpose of WCPN is to share networking infrastructure, and other technology advancements, among the entities. The goal of WCPN is to increase bandwidth capacity and connectivity speed so all schools have equitable access. WCPN continues to meet as needed to discuss networking infrastructure.

## WASHINGTON COUNTY BOARD OF EDUCATION ETHICS ADVISORY PANEL

### STATEMENT OF PURPOSE

To facilitate implementation of ethics regulations, the Board of Education has created a standing Board of Education advisory committee, known as the Ethics Advisory Panel ("Panel"). The Panel shall be comprised of active community members who are interested in the interpretation and application of ethics regulations. ~~The Ethics Advisory Panel serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE ETHICS ADVISORY PANEL

1. Render advice as requested by school board members or employees regarding applicability and interpretation of ethics regulations.
2. Investigate complaints filed in writing regarding possible violations of ethics regulations.
3. For complaints with merit, conduct a hearing with affected parties and transmit a report to the elected Board of Education.
4. Administer the Board of Education's ethics policy and administrative regulation.

### MEMBERSHIP SPECIFICATIONS

~~The members of the Ethics Advisory Panel shall be recommended by the Superintendent and appointed by the Board of Education.~~ Membership on the Ethics Advisory Panel shall consist of five (5) members. Members of the Panel shall be residents of Washington County and not be members of the Board of Education, subject to its control, an employee employed by a business entity subject to the authority of the Board of Education, or the spouse of such members. Whenever possible, one (1) of the voting members should be an attorney licensed to practice law in the state of Maryland, or a paralegal, or law school professor. A member of the Panel shall be replaced by death, resignation, and/or a majority vote by the members of the Board of Education. [The Panel shall select a chair and vice chair.](#)

### OPERATIONAL SPECIFICATIONS

- ~~4.~~ The committee will report to the Board of Education as requested.

## WASHINGTON COUNTY BOARD OF EDUCATION FACILITIES AND ENROLLMENT ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the resolution of facilities and enrollment issues, the Board of Education has created a standing Board of Education advisory committee, known as the Facilities and Enrollment Advisory Committee ("Committee"). The Committee shall be comprised of representative parents, businesspersons, and community leaders who are interested in studying facilities and enrollment issues. ~~The Facilities and Enrollment Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE FACILITIES AND ENROLLMENT ADVISORY COMMITTEE

1. Review enrollment data and facilities usage information to make recommendations on the most efficient and educationally effective use of school facilities.
2. Review enrollment projections, county population data, and facilities capacity information to determine areas of potential overcrowding in the county school system.
3. When charged by the Board of Education, develop a proposal to implement the required changes to school attendance zones in accordance with the guidelines established in Board of Education Administrative Regulation JCA-R.

### MEMBERSHIP SPECIFICATIONS

~~The members of the Facilities and Enrollment Committee shall be appointed by the Board of Education.~~ Membership on the Facilities and Enrollment Committee shall be limited to no ~~less~~ **fewer** than seven (7) members, and ~~shall not exceed~~ **no more than** 20 members of the community. Membership must also include a minimum of one (1) citizen resident adult ~~with residence in~~ **from** each of the geographically defined high school attendance zones. An individual's geographical residency and community involvement will also be considered when making appointments to the Committee. **The Committee shall select a chair and vice chair.**

### OPERATIONAL SPECIFICATIONS

1. The Committee will report to the Board of Education when requested.
2. The reports to the Board of Education shall focus on the following criteria of review if appropriate:
  - a. Findings on areas of potential overcrowding.
  - b. Recommendations on school facilities usage as related to daily operational use by students and staff.
  - c. Recommendations on any attendance area adjustments.
3. The Director of Facilities Planning & Development or his/her designee shall serve as liaison to the Committee.

Exhibit adopted: September 7, 1999. Amended: February 4, 2003. Revised: November 21, 2006. Revised: March 20, 2012. **Revised:**

Washington County ~~Public Schools~~ **Board of Education**

## WASHINGTON COUNTY BOARD OF EDUCATION FAMILY LIFE ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the review and evaluation of the family life instructional materials, the Board of Education has created a standing Board of Education advisory committee known as the Family Life Advisory Committee. The Committee shall be comprised of representative parents, businesspersons, community leaders, and staff members who are interested in the content of the family life instructional materials. ~~The Family Life Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE FAMILY LIFE ADVISORY COMMITTEE

In compliance with *Code of Maryland Administrative Regulations* ("COMAR") 13A.04.18.01, the advisory committee will:

1. Consult with staff in the development, implementation, and evaluation of the family life programs.
2. Review available instructional materials and recommend to the Board of Education the selection of materials to be included in the family life program.

### MEMBERSHIP SPECIFICATIONS

~~The members of the Family Life Advisory Committee shall be appointed by the Board of Education.~~ Membership on the Family Life Advisory Committee shall be limited to no more than 15 members of the staff and community. Three (3) of the voting members **as designated by the Superintendent** shall be representatives from the Washington County Public Schools' staff, ~~as designated by the Superintendent.~~ The membership will also include two (2) ex-officio non-voting members who are to be teachers of the traveling team of the family life program. The Board of Education shall consider groups such as parents/guardians, students, legislators, members of community organizations, clergy, physicians, and members of professional and civic organizations when making appointments to the Committee. **The Committee shall select a chair and vice chair.**

### OPERATIONS OPERATIONAL SPECIFICATIONS

1. The committee will report to the Board of Education at least at the following times:
  - a. When making recommendations.
  - b. As requested of the Board of Education.
2. Reports to the Board of Education shall focus on the following criteria of review:
  - a. ~~The a~~ Addition or deletion of instructional materials **with attention to age or grade-level appropriateness.**
  - b. Changes in COMAR regulations.
  - c. Assessment data.
  - d. ~~Age or grade-level appropriateness.~~

## WASHINGTON COUNTY BOARD OF EDUCATION FINANCE AND AUDIT REVIEW ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the school system financial audit process, the Board of Education has created a standing Board of Education advisory committee, the Finance and Audit Review Advisory Committee ("Committee"). The Committee shall be comprised of representative parents, businesspersons, and community leaders who are interested in reviewing the financial audits of the school system and who have expertise in governmental accounting and reporting. ~~The Finance and Audit Review Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE FINANCE AND AUDIT REVIEW ADVISORY COMMITTEE

1. Review the annual report of the Board of Education's independent auditor and the staff's response to the recommendations therein. Review the actions that management plans to take in response to the audit exceptions, findings, and recommendations, including those in the Management Letter. Advise the Board of Education if these actions are deemed appropriate and adequate.
2. Review the implementation status of all action plans to address audit recommendations to which the Board of Education has agreed. Report these findings to the Board of Education as needed.
3. Review and provide recommendations, as deemed necessary, relative to any requests for proposals (RFP) created by staff for independent audit services and recommend the selection of the independent audit firm from those responding to the RFP.
4. Participate in the screening for the system's Internal Auditor position.
5. Review quarterly financial statements from the Chief ~~Financial~~ **Operating** Officer and the Superintendent and report any significant financial events or risks (actual, anticipated, or potential) to the Board of Education.
6. Determine that the Board of Education's policies and internal controls, as reported in independent audit reports, are adequate and that they conform to the *Annotated Code of Maryland*, *Code of Maryland Administrative Regulations*, and accounting principles generally accepted in the United States of America. The voting members of the Finance and Audit Review Advisory Committee may meet with the independent auditor.

### MEMBERSHIP SPECIFICATIONS

~~The members of the Finance and Audit Review Advisory Committee shall be appointed by the Board of Education.~~ Membership on the Finance and Audit Review Advisory Committee shall be limited to no more than six (6) members of the community. The primary consideration for appointments shall be financial review experience or auditing background. **The Committee shall select a chair and vice chair.**

The Chief ~~Financial~~ **Operating** Officer **or his/her designee** shall serve as an ex-officio non-voting member of the Committee.

### OPERATIONS **OPERATIONAL** SPECIFICATIONS

1. The Committee will report to the Board of Education at the following times:
  - a. ~~Annually~~ **After annual** review of the school system's audited financial statements and A-133 Single Audit.
  - b. ~~To~~ **In response to an RFP**, recommend the selection of a particular independent **CPA certified public accounting** firm to audit the Board of Education's financial records ~~in response to an RFP~~.
  - c. As requested by the Board of Education.
2. Reports to the Board of Education shall include the following, as appropriate:
  - a. Results of audit-related reviews.
  - b. Any recommendations.

## WASHINGTON COUNTY BOARD OF EDUCATION SAFE SCHOOLS ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the public in the promotion of school safety, the Washington County Board of Education has created a standing Board of Education advisory committee, known as the Safe Schools Advisory Committee ("Committee"). The Committee shall be comprised of representative parents, businesspersons, and community leaders who are interested in the development of policies and procedures, which promote school safety. ~~The Safe Schools Advisory Committee serves as an advisory committee to the Board of Education.~~

### THE CHARGE TO THE SAFE SCHOOLS ADVISORY COMMITTEE

1. Review safety programs and strategies, and make recommendations as appropriate to increase the effectiveness of addressing school safety issues.
2. Review the Emergency Plan Book and other safety materials based on best practices regarding school safety issues.
3. Examine safety and security issues related to the school system's physical safety and make recommendations as appropriate.
4. Explore ways to involve the community in promoting school safety.
5. Assist with training recommendations as necessary to meet the State Mandated Gang Policy requirements.
6. ~~Regularly~~ Review the emergency preparedness of the school system [regularly](#).

### MEMBERSHIP SPECIFICATIONS

~~The members of the Safe Schools Advisory Committee shall be appointed by the Board of Education.~~ Membership on the Safe Schools Advisory Committee shall be limited to no more than 20 members of the staff and community. Appointments shall include: three (3) school-based administrators (one elementary, one middle, and one high); three (3) parents-at-large; three (3) representatives from the county Sheriff's Office, Hagerstown Police Department, and Maryland State Police (one each, school resource officers preferred); three (3) teachers (one elementary, one middle, and one high); one (1) representative from the Washington County Association of Student Councils; one (1) Student Services representative; one (1) [EPS Educational Support Personnel](#) representative; and one (1) representative from the Facilities Management Department. The Safety and Security/Risk Manager is designated as Chair and as a voting member. [The Committee shall select a vice chair.](#)

### OPERATIONAL SPECIFICATIONS

1. The Committee chair or representative will report to the Board of Education as requested.
2. The reports to the Board shall focus on the following criteria of review:
  - a. School system policies and enforcement.
  - b. Safety programs and strategies.
  - c. Security status of school system facilities.
  - d. Community and agency involvement.
3. The Committee may be divided into sub-committees at the will of the Committee or the direction of the Board of Education to complete specific tasks.
4. [The Committee will](#) ~~Assist the School Safety Coordinators~~ [principals or their designees](#) with meeting the requirements of the gang policy.