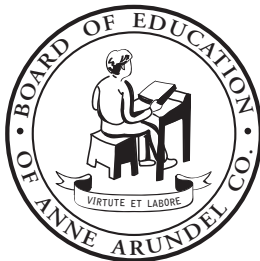


# Board of Education of Anne Arundel County

## Countywide Citizen Advisory Committee Application



Pursuant to Board Policy KBA and Administrative Regulation KBA-RA, the Board will select an Executive Committee for the Citizen Advisory Committee that is balanced and diverse in every sense, provided that the final selection of all members will be at the discretion of the Board upon the recommendation of a Screening Committee. The Executive Committee shall include two members from each high school cluster, one representing elementary schools within the cluster and one representing secondary schools within the cluster, along with two at-large countywide representatives and designees of certain organizations. Members are expected to attend meetings of which there shall be at least four (and usually more) during the school year. The Board may terminate the membership of any member who is absent for more than half of the scheduled meetings during any one-year period, either at its discretion or upon the recommendation of the Executive Committee. Selections shall be for two years.

Name			Race/Ethnicity <i>(optional)</i>	Gender <i>(optional)</i>
Address		City	State	Zip
Home Phone	Work Phone	Email		Years Living in Anne Arundel County
If you are an AACPS parent, which school(s) do your child(ren) attend(s)? (Note: You do not need to be an AACPS parent to serve on CAC Executive Committee)				
Occupation			<input type="checkbox"/> I am a bona fide resident of Anne Arundel County. (Evidence of residency may be requested)	

**Check all desired categories for which you wish to be considered:**

Member At-Large

Cluster Representative      Name of High School Cluster: \_\_\_\_\_

Elementary School Level Representative

Secondary School Level Representative

**Applications must be received by 4:00pm on Friday, January 20, 2023**

## Countywide Citizen Advisory Committee Application

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What is your primary reason for volunteering for the Citizen Advisory Committee (CAC)?

What experiences have you had that are relative to the work of the CAC?  
*Do not use attachments.*

Is there anything else you would like to share about yourself or your experiences that you believe would be beneficial as a member of the CAC? (*i.e., professional experience, volunteer experience, any areas of expertise*).

What unique perspectives will you bring to the CAC?

What do you believe is the role of the CAC in ensuring diversity in its membership?

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I have read and understand the document, ***CAC Member Expectations***.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please return this form to:**  
Diane Howell, Executive Assistant to the Board  
Board of Education of Anne Arundel County, 2644 Riva Road, Annapolis, MD 21401  
Fax: 410.222.5629 | Email: [dhowell@aacps.org](mailto:dhowell@aacps.org)

**Applications must be received by 4:00pm on Friday, January 20, 2023**

*You may access this form electronically at [www.aacps.org/cac](http://www.aacps.org/cac)*

# Anne Arundel County Public Schools

## Citizen Advisory Committee (CAC) Member Expectations

### As a CAC representative you should:

1. Understand that our mission is to serve our entire cluster and not just the school or schools our children are attending, or our own personal interests.
2. Be open and willing to report any and all ideas to the Executive Committee.
3. Be able to concretely explain the CAC and our role.
4. Find out what else is happening in your cluster and go to those meetings.
5. Bring suggested solutions to the CAC on issues, not just issues.
6. Create an e-mail list:
  - Add your cluster partner to your list.
  - Identify the County Council representative for your area, introduce yourself via email or in person, and ask to be added to their communication list.
  - Identify the County Executive and his/her representative for schools in your cluster, request to be added to their communication list and add them to yours.
  - Identify the Board of Education member for your cluster and add him/her to your communication list.
  - Add the Regional Assistant Superintendent for your cluster to your distribution list.
7. Introduce yourself to all of your cluster principals and PTA/PTO presidents.

### Suggested mode of operation:

1. Work with your cluster to set up a variety of interaction points. For example,
  - Attend meetings with all cluster PTA/PTO presidents.
  - Attend individual PTA/PTO meetings as often as possible.
  - Print business cards with contact information to hand out at PTA/PTO meetings.
  - Ask each school in your cluster to add CAC representative contact information to its website. Sample wording: "The Citizen Advisory Committee (CAC) Executive Committee is a structured group appointed by the Board of Education that provides advice to the Board on specific issues impacting educational policy, activities, and programs. The CAC may choose to study and report on educational issues of countywide concern. They also respond to requests from the Board for research and recommendations on specific educational issues. The CAC representative for our school is **[insert name and email address]**."

2. Routinely share information and updates with your cluster, even though they may not respond to you.
  - Ask cluster schools to announce CAC representative contact information at Back to School Night.
  - Ask cluster schools to post the CAC representative contact information on their PTA/PTO Facebook page as well as to publicize the next CAC meeting.
  - Ask cluster schools to periodically include CAC representative contact information in email “blasts” once a month to parents and include information about the next CAC meeting.
3. Distribute all communications from the Office of School & Family Partnerships/ AACPS directly to cluster contacts.
4. Create updates for clusters:
  - Be flexible with ways you communicate with your cluster so it suits them best (i.e., attend meetings, send emails, invite to CAC meetings, etc.)
  - Create a short synopsis of what was discussed in the CAC meeting and send it to cluster contacts.
  - Consider having a “Cluster CAC Meet and Greet” after Back to School nights, but toward the beginning of the year. Invite parents and community members from every school in the cluster.

### **CAC Plan of Action**

1. CAC, in conjunction with the Board of Education will create a list of pertinent topics at the beginning of the year.
2. Once a list of focus areas has been identified, the CAC will create structured subcommittees to be accountable for each of the pre-agreed topics.
  - Each member of CAC must serve on a subcommittee.
  - Each subcommittee should define goals for its committee.
  - Each subcommittee should report on its progress at each meeting.