

Carroll County Public Schools
FAMILY LIFE ADVISORY COMMITTEE (FLAC) GUIDELINES

Purpose:

The Code of Maryland Regulations (COMAR) 13A.04.18.01(D)(2)(c) requires that each school system provide comprehensive family life and HIV prevention education to students in schools as part of comprehensive health education. The regulations also require each local school system to establish a joint committee of educators and representatives of the community for the purpose of reviewing and approving instructional materials.

In accordance with COMAR regulations, Carroll County Public Schools (CCPS) has developed a system-wide Family Life Advisory Committee (FLAC) to ensure that members of the community are consulted about Carroll County Public Schools' family life education program. This process helps ensure that up-to-date, scientific, inclusive, and content-accurate, age-appropriate curricula and materials are available to support all students with classroom instruction.

System-wide Citizen Advisory Committee

A Board-appointed Family Life Advisory Committee serves as the primary vehicle for community input at the system level.

A. Responsibilities:

The Family Life Advisory Committee examines all instructional materials being presented in identifiable unit(s) within the total health education program proposed to be used in the schools. The committee's recommendations shall be submitted to the appropriate curriculum specialists for review. The school system shall use its existing procedures for evaluating reading levels, factual content, and general suitability of material for different levels of instructions. (COMAR 13.A.04.1 8.01 (D)(2)(c)).

1. Consults with the professional educators/staff liaison(s) charged with developing, implementing, and evaluating the family life education materials.
2. Recommendations from this committee shall be submitted to the appropriate curriculum specialists for review.
3. Provides input into the development and implementation of grants to support comprehensive family life education, as appropriate.
4. Submits minutes of each meeting to the members of the Board of Education
5. Submits written report recommendations to the Board of Education for decision(s).
6. Members will uphold current Board of Education policies.

B. Membership:

1. The Family Life Advisory Committee shall consist of a maximum of 32 voting members.
2. Voting Membership shall include a diverse population of individuals.

3. The following FLAC members will be appointed by the Board of Education. When vacancies exist, interested candidates can express their interest in serving on the FLAC by contacting the Board in writing.
 - a. 20 parents/guardians, who are residents of Carroll County, who are not Carroll County Public School employees and who, at the time of appointment/reappointment, has a student enrolled in a Carroll County Public Schools. Representation shall consist of ten (10) elementary school parents/guardians, five (5) middle school parent/guardians, and five (5) high school parents/guardians.
 - i. each individual Board of Education Member will appoint two (2) elementary school parents/guardians, one (1) middle school parent/guardian, and one (1) school parent/guardian.
 - b. One (1) high school student enrolled in a Carroll County Public School.
(Completion of Health II is recommended.).
 - c. One (1) health care professional employed within Carroll County.
 - d. Five (5) at-large-members; one (1) at-large member appointed by each Board of Education member.
 - e. One (1) member of the Board of Education.
4. The following members will be identified by Carroll County Public Schools staff and approved by the Board of Education:
 - a. One (1) professional educator employed by the Carroll County Public Schools.
 - b. One (1) school administrator employed by the Carroll County Public Schools.
5. The following members will be identified by partner organizations and approved by the Board of Education: Carroll County Public Schools staff will work with the partner organizations to identify the members for the Board's approval:
 - a. One (1) representative of the Carroll County Health Department.
 - b. One (1) representative who is Sexual Risk Avoidance (SRA) certified.
6. Student member shall be appointed for a one-year term and shall be eligible for reappointment for one additional one-year term as long as they remain an enrolled student in Carroll County Public Schools.
7. All other voting members shall be appointed for a two-year term, and eligible for reappointment for two additional terms. (Maximum of six consecutive years).
8. If a committee member representing a feeder area moves out of their area or has elected to remove their child from the Carroll County Public Schools, the member will have the option to remain on the committee for the current fiscal year while the Board seeks a replacement within the district.
9. Members of the Family Life Advisory Committee shall serve on a voluntary basis and shall not receive compensation.
10. Timely attendance at each meeting is necessary for the committee to complete its work. The Board of Education of Carroll County may remove any member who fails (without just cause) to attend two (2) of the yearly meetings.
11. Members of the Family Life Advisory Committee may not communicate publicly on behalf of the committee.

Officers:

Officers of the Family Life Advisory Committee will be a chairperson, a vice chairperson, and a recording secretary.

1. Elected officers will serve for a term of one year.
2. Officers may serve more than one term.
3. Nomination and election of officers will occur each year at the first meeting of the school year.
4. The candidate for each office (chairperson, vice chairperson and recording secretary) who receives the majority vote shall be declared elected and shall assume the responsibilities of the respective office at the next meeting.
5. A vacancy in any office shall be filled immediately by regular election procedures.

Duties of Officers:

Officers may not communicate publicly on behalf of the committee without the permission of the members, superintendent, and Board of Education.

1. The Chairperson:
 - a. Presides at all meetings.
 - b. Calls special meetings, as needed.
 - c. Appoints subcommittees, as needed.
 - d. Supports staff liaison(s) with the development of meetings agendas.
 - e. Assists staff liaison(s), as appropriate, in the presentation of reports to the members of the Board of Education.
2. The Vice Chairperson:
 - a. Assumes the duties of the chairperson in his/her absence.
 - b. Supports staff liaison(s) with the development of meeting agendas.
 - c. Performs other duties as assigned by the chairperson.
3. The Recording Secretary:
 - a. Records minutes of all Family Life Advisory Committee meetings.
 - b. Assists staff liaison(s) in reviewing minutes of all meetings.
 - c. Submits minutes and committee recommendations to the Board of Education for approval.

Meetings:

1. The committee shall meet a minimum of four (4) times per year.
 - a. Agendas will be published prior to the scheduled meeting.
 - b. The committee shall be governed by Roberts Rules of Order.
2. Additional meetings may be held at the discretion of the committee chairperson, or as requested by the staff liaison(s).
3. Except for emergency circumstances, a one-week minimum notice will be given when additional meetings are held.
4. The presence of a majority of voting members shall constitute a quorum.
5. A quorum must be present to vote and take an office position on any issue under consideration by the committee.
6. Meetings will be governed by Robert's Rules of Order.