

**Ad Hoc School Board Advisory Support Committee**  
**July 14, 2021**  
**School Board Meeting Room**  
**6:30 p.m.**

**MINUTES**

**1. Call to Order**

The meeting of the Ad Hoc School Board Advisory Support Committee was called to order by Dr. Rief at 6:30 p.m. Board Members Michelle Rief, Heather Thornton and Jacinta Greene were present physically in the Board Room for the meeting. Susan Neilson joined the meeting via phone.

**2. Adoption of the Agenda**

Ms. Thornton moved to adopt the agenda for the July 14, 2021 Ad Hoc School Board Advisory Support Committee. Ms. Greene seconded the motion. The agenda was adopted unanimously 3-0. The motion carried.

**3. Allow Participations of Board Member Margaret Lorber by Electronic Means**

Ms. Greene made the following motion:

“Whereas Board Member **Margaret Lorber** has notified the Committee that **she** is unavailable to be physically present for tonight’s **Ad Hoc School Board Advisory Support Meeting** due to a **personal matter**, specifically **out of state travel**, and whereas **she** has not participated in more than two or 25% of Board meetings by electronic means during **2021 since July 1**; and whereas **Board Member Lorber** requests the opportunity to participate in the meeting via telephone conference call from **Crested Butte, Colorado** where the conference call shall be heard by all participants in this Board room; and whereas a quorum of the Committee is physically assembled in this Board room;  
I move, pursuant to Virginia Code 2.2-3708 that the Ad Hoc Committee approve the participation of **Margaret Lorber** in this meeting by telephone call.”

Ms. Thornton seconded the motion. The vote to approve participation of Margaret Lorber by electronic means was unanimous, 3-0. The motion carried.

Ms. Lorber joined the meeting via telephone conference call.

**4. Public Comments**

There were no public comment speakers or written public comments submitted.

**5. Approve Minutes from June 14, 2021 Ad Hoc Committee Meeting**

Ms. Thornton moved to approve the minutes from the June 14, 2021 Ad Hoc Advisory Support Committee Meeting. Ms. Greene seconded the motion.

The vote to approve the minutes was unanimous, 4-0. The motion carried.

## **6. Discussion of Advisory Committee Handbook, Policies and Bylaws**

The ad hoc committee discussed the characteristics of a strong advisory committee, assessed weaknesses in the Advisory Committee program and areas in which to focus efforts such as communication, community outreach, and recruitment. They further discussed ways in which the Board may more fully support the work of the committees through the advisory committee board liaisons, communication between advisory committees and the Board, and receiving support from staff and the superintendent. Committees are recommended to diversify committee membership, increase parent involvement, and work toward strategic plan goals.

The Committee will review the Advisory Committee handbook for minor edits and needed clarification as this document is generally in good standing. Policies will be reviewed with Jennifer Abbruzzese, Director of Policy and School Board initiatives, for suggested clarifications and/or edits. A survey will be created to receive feedback from committee members, current and past. Bylaws of each committee will be reviewed.

## **7. Next Steps**

- Ms. Thornton will draft a survey for advisory committee members that she will share with us to discuss at our next meeting on August 11; goal is to distribute the survey in late August or early September;
- Dr. Rief will reach out to Ms. Alderton about scheduling a work session with representatives from the advisory committees in September; and will create a Google Doc where the committee can compile accountability mechanisms to discuss at the next meeting;
- Susan Neilson will compile an updated membership roster for each of the advisory committees and provide previous membership rosters for access to previous members;
- Create a Google Doc versions of the handbook and policies where the committee can suggest edits.
- The next meeting is scheduled for August 11, 2021 at 7:00 p.m.

## **8. Adjourn**

On a motion by Ms. Greene and seconded by Ms. Thornton, the members voted unanimously, 3-0, to adjourn at 8:15 p.m. The motion carried. Ms. Lorber left the meeting at 7:41 and did not vote.