

**BOARD MEMO**

Date: January 18, 2024  
For ACTION      
For INFORMATION    

**FROM:** Matt Smith, Policy Services Consultant  
**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools  
**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board  
**TOPIC:** Proposed Policy Revisions

**ACPS 2025 STRATEGIC PLAN GOAL:**

- Goal 1: Systemic Alignment
- Goal 2: Instructional Excellence
- Goal 3: Student Accessibility and Support
- Goal 4: Strategic Resource Allocation
- Goal 5: Family and Community Engagement

**SY 2023-2024 FOCUS AREA:**

N/A

**FY 2024 BUDGET PRIORITY:**

- Full Implementation of Students with Disabilities Action Plan
- Reduce Class Sizes
- K-4 Literacy
- Target Chronic Absenteeism
- Restorative Practices Supports
- Increase Support for Social and Emotional Learning

**SUMMARY:**

Staff are proposing the revision of several policies and regulations. Summaries of the revision, including links to code changes where appropriate, are presented in the Details section. Red-line changes and comments are included in the draft policies. These policies have been reviewed for code alignment and VSBA model policy alignment, audited for equity, edited by a team of staff members, and reviewed by the SLT and the Board Policy Subcommittee.

The proposed revisions were presented for information on January 4, 2024.

**DETAILS:**

The following summarizes the proposed revisions, details are in the track-changes of the draft policies.

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### **BDDA - Notification of School Board Meetings**

- 5-year review
- Standard Changes
- VSBA Model Policy alignment
- Updated the title as this applies to other types of board meetings
- Added that requests for notifications should be directed to the Clerk of the Board

### **BDDC - Agenda Preparation and Dissemination**

- 5-year review
- Standard Changes
- VSBA Model Policy alignment
- Removed the requirement that attachments be provided 3 days in advance

### **JBB - Equitable Access to Essential Information**

#### **JBB-R - Equitable Access to Essential Information Regulations**

- New policy and regulation
- Policy content relocated from KB - Public Information Program
- Adds definitions and defines what will be translated
- Codifies the translation process in governance
- Ensures that ACPS translations are in alignment with federal requirements

### **KB - Public Information Program**

- 5-year review
- Standard changes
- Relocated translations to new policy JBB

### **BACKGROUND:**

The proposed revisions are part of the Board's ongoing work to provide ACPS with high-quality governance. ACPS has over 400 policies and regulations and has established the target of reviewing at least 100 policies and regulations each school year. Candidate policies for revision are drawn from code changes, changes in the VSBA model policies, the code requirement that policies are reviewed every 5 years, and policies and regulations that have been identified by the Board and/or staff for review.

Drafts of proposed revisions are available for public review as part of the Policy Subcommittee, Board Information, and Board Action processes.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the information about the proposed policy revisions.

### **IMPACT:**

By auditing policies for equity, code compliance, and appropriate guidance the School Board ensures that ACPS has high-quality governance.

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### ATTACHMENTS:

1. 240118\_BDDA - Notification of School Board Meetings.pdf
2. 240118\_BDDC - Agenda Preparation and Dissemination.pdf
3. 240118\_JBB - Equitable Access to Essential Information.pdf
4. 240118\_JBB-R - Equitable Access to Essential Information Regulations.pdf
5. 240118\_KB - Public Information Program.pdf

### REFERENCES:

1. May 1, 2023 SB Policy Subcommittee Meeting
2. December 7, 2023 SB Policy Subcommittee Meeting
3. January 4, 2024 SB Meeting

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