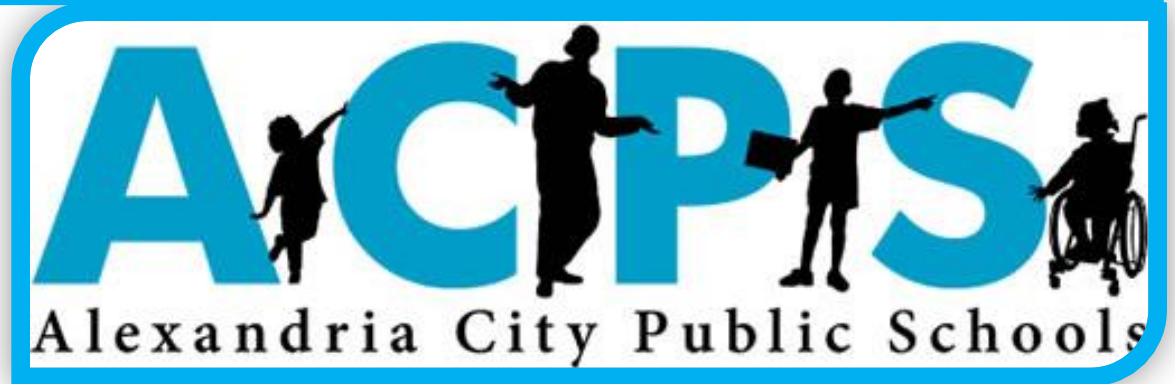


# Advisory Committee Handbook



**A Guide to School Board Advisory Committee Work**

<https://www.acps.k12.va.us/boardcommittees>

**For more information contact:  
boardclerk@acps.k12.va.us**

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### What is this guide?

Thank you for volunteering to serve on an advisory committee for the Alexandria City Public Schools. Your work on the committee can influence and create policy for the school division. This guide is designed to help the members, and expressly the Advisory Chair, to run the committee work.



In this guide you will learn about the policies that govern the advisory committees and how to use those policies to run the committee. This includes how and when to interact with staff, the administrative responsibilities of the Chair, and how to manage the membership of your committee. The School Board Chair, along with the staff and Board liaisons, assists and oversees the advisory committee work on behalf of the Board. Through the School Board Chair, the Board Clerks are also resources that help committees function to their highest potential.

The work you do on an advisory committee can impact many students and staff for years to come. Thank you for your time and effort to make ACPS a high achieving school division.

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## Policy

There are several Board policies that directly govern the advisory committees, two of which are required by the Commonwealth of Virginia. (These include the Special Education Advisory Committee, and the Career and Technical Education Advisory Committee.) Board policies assume that the School Board is the actual deciding body. Therefore, other Board policies can at times be applicable in governing the work of the advisory committees. For example, the advisory committees should design agendas that are in line with policy. Also, advisory committees should run their meetings using Robert's Rules (Policy BDDE). It is up to each committee how strictly the rules are employed, but votes and procedures must be governed with this method. The committees must also use regular order to govern over topics. Regular order is introducing a topic for information at one meeting and then for action at a different meeting. Votes cannot be taken at work sessions, so the meeting must be a regularly scheduled meeting.



The following is a brief summary of each of the policies:

- **BCE (School Board Committees):** This policy covers the different types of committees allowed in the school division, starting with those of the School Board. Advisory committees are appointed by the School Board at a regular Board meeting.  
<https://www.acps.k12.va.us/boardcommittees>
- **BCF (Advisory Committees to the School Board):** This policy outlines the purpose and composition of the advisory committees. It covers the high level definition of these areas. The committee bylaws are more specific to each advisory committee.  
<https://www.acps.k12.va.us/boardcommittees>
- **BCF-R (Regulations of Advisory Committees to the School Board):** The regulation accompanying Policy BCF goes into greater detail about how to apply for a committee position and defines all the current ACPS advisory committees. It is good to note in this regulation that the Clerk of the Board will assist in advertising open positions on the committee. However, each committee needs to define how the membership will help recruit and vet potential members in its bylaws.  
<https://www.acps.k12.va.us/boardcommittees>

- **BCFB (Bylaws for Advisory Committees):** The bylaws allow each advisory committee to govern its work differently based on the committee's content area and scope. Each committee's bylaws must be approved by the School Board every three years and must be voted on by the membership each year.

<https://www.acps.k12.va.us/boardcommittees>

- **BCFC (Roles of the Staff and Board Liaisons to Advisory Committees):** Each advisory committee has a staff and a Board liaison. This policy helps to outline their roles and responsibilities.

<https://www.acps.k12.va.us/boardcommittees>

## Bylaws

Bylaws are designed to help keep the Board's and each advisory committee's administrative work current and compliant. Each bylaw needs to have the following elements:

- Purpose or Mission. The purpose or mission should be aligned with the Division's strategic plan.
- Responsibilities. This section describes the function of the committee's work.
- Membership/Governance Structure. Each advisory committee must define its composition. The committee's composition must strive to meet the membership goals outlined in Policy BCF and Regulation BCF-R.
- Chair's terms and responsibilities. It is important to clarify the Chair's term of office as outlined in Policy BCF and BCF-R. Typically, the Chair represents the advisory committee's goals and sets the agenda with the ACPS staff and Board liaisons. The bylaws should also address how the Chair is appointed, removed or replaced.
- Officers. It is important to clarify who the advisory committee's officers are, how they are elected or appointed, their terms, their duties and how they are removed and replaced. At a minimum, each committee should have a Chair and a Vice Chair. The bylaws may also designate an Ex-Officio Chair in the event that the Chair cannot serve. Ex-Officio Chairs are not subject to terms, but can be designated as the Vice Chair.
- Voting procedures. This section should include key information such as the number of members who must participate to hold a valid vote (i.e., a quorum), the number of votes required for a motion to be adopted (i.e., a simple majority of voting members present), and should restate any of the statutory requirements from the Code of Virginia. Robert's Rules of Order must be the guidelines for most voting procedures.
- Meetings. This section should include the schedule of meetings set by the Committee Chair, who informs the Clerk of the Board of such meetings at least three business days prior to the meeting to allow for public notice. In addition, the Chair must submit an agenda, as well as any presentations or documents for distribution at the meeting to the Clerk of the Board at least three business days prior to committee meetings. Agendas should be sent to committee members one week prior to the meeting.



**Note:** Three or more advisory committee members discussing committee business constitutes a “meeting”, which triggers Freedom of Information Act requirements. Whenever three or more advisory committee members assemble (whether formally or informally, and whether in person or electronically) to decide upon or discuss the advisory committee’s work, Virginia Freedom of Information Act (VFOIA) procedures must be observed. (See Appendix for detailed VFOIA requirements and procedures.)

- Amendments. The bylaws should clarify how they may be amended, by the Board or by the membership. Additionally, amendments may be suggested by ACPS staff to the School Board or to the advisory committee. Some boards require a super-majority vote (e.g., 66%) to pass bylaw amendments to ensure a high degree of consensus before changes can be made.
- Exceptions. The last section of each advisory committee’s bylaws must contain some version of the following exception: “The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.”

## Committee Composition

Each committee may have up to 17 voting members, who must be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. (The School Health Advisory Board shall have no more than 20 total members, in accordance with Virginia law). It is up to each committee to decide how many members and what type of member the committee needs when a position becomes open.\*



\* The unique membership composition of each committee must be stated in its bylaws and must be consistent with Regulation BCF-R. Student members of committees are voting members. Board and staff liaisons are non-voting members. The Clerk of the Board assists each committee in tracking its composition and in processing applications.

Each committee shall consider the broad range of knowledge, skills, interests and perspectives needed to accomplish the work of the advisory committee. When designing the membership in the bylaws, the committee shall consider:

- The different age groups served by the schools (e.g., pre-school, elementary, middle, high school).
- A membership that reflects the schools and community in terms of diversity, ability and geography, including traditionally under-represented groups needed to bring perspective and/or inform the work of the committee.
- A sufficient range of backgrounds and viewpoints, including students, parents, educators and other professionals or business representatives, who can inform the work.

\* Each committee may determine its membership needs unless prescribed by Regulation BCF-R, the Code of Virginia, Board of Education regulations and/or any guidelines established by the State of Virginia. Please see the Clerk of the Board for more information.



## Recruiting & Attendance

A dynamic committee needs new people and an ability to incorporate those new people into the work. The Advisory Chair is responsible for managing the recruitment effort and taking attendance to encourage and assist current members in their participation.



### Recruitment

Three times during each school year, the advisory committees should analyze their membership: September, January, and June. Recruiting needs can be communicated through ACPS but the committee's bylaws should also address how it plans to recruit annually. The Advisory Chair is responsible for facilitating the administrative work around recruiting and vetting applications, but the Board Clerks will assist in advertising vacancies and in the processing of all applications.

### Attendance

Each meeting must record attendance in the minutes. Each member (as well as each Board and staff liaison) is expected to attend 75% of the scheduled, regular meetings throughout one school year. Members who do not attend meetings and do not have excused absences must be removed from the committee by the School Board. The Board Clerks will assist with placing the resignation on the School Board agenda but the advisory committee must communicate with the member. The Advisory Committee Chair must warn the member if he/she is one meeting away from removal and to determine why a member is not able to attend a meeting.

In addition, if a committee has been unable to produce a quorum after three meetings, the Advisory Chair must report this to the Board Clerks. At this point the School Board may need to assist in the development of the advisory committee or disband and reform it.

## Committee Work

All committee work is to be transparent and is a record for the public and the archives. Therefore, it is important to make sure that all records are timely and complete. The Advisory Chair, with the input of the full committee, is responsible for developing the following documents throughout the year:



### Agendas

Agendas, presentations and any documents for distribution at a meeting must be posted to the public three business days before the advisory committee meeting. The Advisory Committee Chair is responsible for sending the agenda and supporting documents to the Clerk of the Board for posting. If any new documents are introduced at the meeting, they must be sent the next day to the Clerks to be posted in the agenda. Agendas should be sent to fellow advisory committee members one week prior to the meeting.

Agendas must contain, but are not limited to, these elements:

- Call to Order
- Adoption of Meeting Agenda
- Approval of Meeting Minutes
- Communications and Addresses to the Advisory Committee (recognition of any citizen or delegation of citizens wishing to address the committee)
- Old Business and Action Items
- New Business and Reports
- Chair's Report
- Announcements by Members
- Future Business
- Adjournment

### Minutes

Minutes record the decisions and business of the advisory committee. Each committee must delegate a member, not including ACPS staff, to take minutes. Minutes include, but are not limited to the date, time, and location of the meeting, the members recorded as present and absent, a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken as it relates to the agenda.

Minutes need to be approved by the membership at the following meeting. The member who takes the minutes must prepare them and submit them to the Chair and the Clerk of the Board for review and to post to the next agenda for approval. If there is no quorum, the minutes cannot be approved. In this case, the copy of the draft minutes will be posted online and marked as draft until they can be approved.

### Scope of Work

The Scope of Work guides the committee throughout the school year. Each advisory committee must develop a Scope of Work with the ACPS staff liaison. The School Board then approves the Scope of Work in the fall of each year, or prior to the end of the school year (for the following year). Each advisory committee must define when its Scope of Work is developed and approved each year in its bylaws, in order to schedule it for approval by the School Board. The School Board and/or Superintendent can modify the Scope of Work or send it back through the committee with changes. While this is not a typical practice, it can be done to strengthen outcomes needed at the Board level.

Each Scope of Work needs to be complete weeks before the meeting at which it goes to the School Board. The Advisory Committee Chair will need to coordinate the committee's submission deadlines for the School Board agenda with the Board Clerk.

The items in the Scope of Work should be cited in the agenda documents throughout the year, so the committee and the public are clear on how they are moving to accomplish the goals in the Scope of Work. If there are issues that prevent a committee from pursuing an item in the Scope of Work, the staff and Board liaisons, along with the Board Clerks, can assist in solutions. The Board Chair will also be a resource to resolve administrative issues or to escalate any issues to the School Board.

Under Policy BCFC: Roles of the Staff and Board Liaisons to Advisory Committees, all advisory committee data requests should be placed through the committee's staff liaison. The [Appendix](#) contains a listing of the various data sets that staff can provide to each committee to support the development of its Scope of Work. Each committee should consult the list, decide which items align to its Scope of Work, and submit any requests to the staff liaison. The Board Clerks should be copied on all data requests.

### Annual Report

Each year, the Advisory Chair develops an Annual Report detailing the committee's progress on its Scope of Work. This process needs to be developed and edited through Regular Order with the full committee. However, each committee can define in its bylaws how the document is to be formed before it comes to the full committee. For example, a subcommittee can be formed

or one member can write the document based on a survey of the members, etc. The Annual Report may also contain recommendations.

The Annual Report goes through the staff liaison to the Superintendent for review. ACPS staff will prepare a matching response. Both documents will be submitted together to the School Board.

Each committee's Annual Report and the staff response must be completed weeks before the meeting at which they will go before the School Board. The Advisory Committee Chair will coordinate the committee's submission deadlines for the School Board agenda with the Board Clerk.

## Process and Procedures for Advisory Committee Work

Often committee work is best when small customs of running the meeting and working through the content are employed. Good practice for committee work starts through the focus, management and efficiency of the Advisory Chair. The Advisory Chair's role is to facilitate decision making and administrative tasks. The Chair's role is also to manage the diverse committee members into a process that helps advance the advisory committee's goals. Here are some practices to consider as the committee navigates through its work.



### Board Relationship

Each committee has a Board liaison to help it navigate the administrative process. Board liaisons are designed to act as resources during committee discussions and in attaining the goals of the advisory committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of School Board policies. Liaisons should request a place on the School Board agenda to report staff or School Board items that directly relate to the mission of the advisory committee.

The Board liaison is assigned to the committee by the Board Chair and acts as an advisor to both the committee and the School Board regarding the committee's Scope of Work. Board liaisons must attend 75 percent of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

### Staff Relationship

Staff liaisons must be assigned to the committees by the Superintendent. The staff acts in an advisory role regarding the committee's Scope of Work to both the committee and the School Board through the Superintendent. The staff also organizes a response to the Annual Report, through the Superintendent, to the School Board. The staff liaison also works with the advisory committee to develop its Scope of Work and helps get members information or data by scheduling through his/her direct report and the Superintendent. Staff can also assist the advisory committee in pursuing its Scope of Work by providing resources, advocating for budgetary goals to advance the committee's work, and helping to set monthly agendas.

Staff liaisons should attend at least 75% of the committee meetings, unless participating in a work-related event. In the instances where the staff liaison cannot attend the meeting, he/she shall secure a replacement.

### Public Communication

Members of the public who are not appointed to the committee are not encouraged to participate in the committee work or discussion during the formal meeting unless previously arranged by the Advisory Chair or staff as part of an agenda item. Each agenda provides an opportunity for members of the public to speak. School Board policy allows members of the public to speak for three minutes each. This is a practice the advisory committee may also adopt in its bylaws.

After a member of the public speaks, it is the Advisory Chair's discretion as to whether he/she wants to allow the committee members to interact with the speaker. If it is not germane to the current agenda or might consume time that would be best served discussing established agenda items, it is good for the Advisory Chair to offer to the members of the public that he/she will consider their issues and report back any progress to them. Another option is to ask the member of the public to leave contact information so that members of the committee or the staff can contact them to continue the discussion.

### Board Clerks

The Board Clerks are available to assist Advisory Chairs, as well as staff and Board liaisons, in posting materials to the public and assisting with broad committee communications, such as advertising openings. Any committee work outside of these parameters needs to be coordinated through the School Board Chair.

### Deadlines

In order to post committee work to the public, the Advisory Chair must deliver the committee agenda and any other relevant materials to the Clerk of the Board at least three business days before the meeting date. For larger projects (Scope of Work, Annual Report) that need to be prepared for the School Board agenda, the Advisory Chair needs to coordinate review/submission dates with the Clerk. To schedule time for the committee to create, review and finalize documents, the Advisory Chair will need 1½ -3 months to prepare and deliver the document through staff to the School Board.

### Meeting Schedules

Each advisory committee needs to establish a meeting schedule by its first meeting of the school year. The Board Clerk can assist with selecting and confirming possible dates with the Advisory Chair.

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**File: BCE**

## SCHOOL BOARD COMMITTEES

### General

To achieve its goals and objectives and to promote efficiency, the Alexandria City School Board will have the committee structure set forth in this policy.

### Committee of the Whole

The Alexandria City School Board shall operate as a committee of the whole on matters relating to the governance of the Alexandria City Public Schools. Board Meetings will be organized to focus on the goals and objectives of the ACPS Strategic Plan. Work Sessions may be scheduled for presentations and discussion regarding the policies, operating budget, capital improvement projects, long-term planning, and other subjects or issues, as may be deemed appropriate by the Board.

The School Board and its advisory, joint, and ad hoc committees, subcommittees and appointed advisory groups, are governed by School Board policies and regulations. They are considered “public bodies” and as such, will conform to Virginia Freedom of Information Act (VFOIA) meeting and notice requirements.

Any gathering (physical or virtual) of three or more members of the School Board or any of its committees, subcommittees or advisory groups at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.

### Meetings and Notice

- A. Meetings of the School Board, its advisory committees, ad hoc committees, and their subcommittees are held in public, consistent with the requirements of Virginia law.
- B. Committee meetings are scheduled by the Committee Chair, who informs the Clerk of the Board of such meetings at least three days prior to the meeting, to allow for public notice.
- C. Agendas, presentations, and any documents for distribution at the meeting are made available to Board Members and the Clerk of the Board at least three days prior to committee meetings.
- D. School Board advisory committees meet at least quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. A copy of this calendar is provided to the Clerk of the Board and the Department of Communications.

**File: BCE**

- E. Written meeting minutes will be made public once approved by a quorum of the committee.

**Quorum**

For all School Board committees, a quorum is required for a valid vote to adopt a motion. For this purpose, a quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee shall not be included in the calculation of a quorum.

**Ad Hoc Committees**

Special, or ad hoc, committees may be appointed by the Board Chair or created by School Board action to address a specific subject or issue. Such committees may consist of School Board Members only or may include School Board Members and other members, including staff and stakeholders. Whenever an ad hoc committee is established, the composition, the purpose of the committee and its Scope of Work shall be clearly defined. Generally, the scope will be defined in terms of the outcome or product requested from the committee and set forth a time frame for the completion of its assignment. These committees shall expire upon completion of the assigned task unless School Board action authorizes temporary continuance of such committees. Ad hoc committees will be established and members appointed to such committees only by approval of the Board.

Each committee may request time on the Board's agenda following committee meetings to report on its work, submit proposals for self-initiated work, and such other matters as the committee deems necessary. All reports to the Board must go through the Board Chair, via the Superintendent or the designated Board Member Liaison to the ad hoc committee. Minutes of the meeting shall be approved by the committee, kept on file with the Clerk of the Board, and posted on the ACPS website.

**Joint Committees of the Alexandria City Public Schools and the City of Alexandria**

Any joint committees or commissions of the Alexandria City Public Schools and the City of Alexandria will be formalized through a resolution.

**School Board Advisory Committees**

The School Board shall appoint members of a Special Education Advisory Committee, and a Career and Technical Education Advisory Committee, as required by State law (see Policy BCF and Regulation BCF-R). The Board may also appoint other advisory committees as it deems necessary, including, but not limited to, a School Health Advisory Board, a Talented and Gifted Advisory Committee, a Budget Advisory Committee, and an Athletic Hall of Fame Advisory Committee. The Board shall approve a Scope of Work annually for each advisory committee based on the goals of the Strategic Plan, including

**File: BCE**

any requirements of law or regulation. Annual reports will be presented to the School Board through the Superintendent.

### **Superintendent Advisory Committees**

The Alexandria City School Board believes strong communication and community outreach is essential to student achievement and public support of our schools. Accordingly, the Superintendent may establish advisory committees for the purpose of receiving input from parents, students, staff and the community on specific topics to support the goals and objectives in the Strategic Plan. Superintendent Advisory Committees are not subject to the same meeting and notice requirements as School Board Advisory Committees. However, community engagement will be sought with all committees.

### **School and Districtwide Parent Advisory Committees**

The Superintendent or designee will establish Parent Advisory Committees as necessary in accordance with Title I, Title III, and School Improvement Plans.

### **Liaisons to the Community**

The Chair will appoint individual Board members as liaisons to the community to serve on committees, task forces or other official organizations for the benefit of children. Parents and community members may also be appointed by the School Board to serve on City committees or commissions, consistent with City policies. The Clerk of the Board will maintain a current list of appointments and publicize vacancies.

Adopted: October 24, 1996

Amended: July 10, 1997

Amended: August 27, 1998

Amended: May 20, 2004

Amended: September 7, 2006

Amended: June 18, 2009

Amended: January 2, 2013

Amended: March 21, 2013

Amended: September 18, 2014

Amended: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1,  
22.1-78, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)

8 VAC 20-81-230(D)

8 VAC 20-120-50

**File: BCE**

Cross Refs.:	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment Opportunity/Nondiscrimination

**File: BCF**

## ADVISORY COMMITTEES TO THE SCHOOL BOARD

### I. Generally

The School Board has a strong commitment to citizen participation. The Board appoints advisory committees to provide opportunities for citizens to advise the School Board on major issues pertaining to Alexandria City Public Schools.

The School Board shall appoint advisory committee members at regularly scheduled Board Meetings throughout the school year. The Board shall also approve a Scope of Work for the committee.

Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board has established advisory committees for special education, and career and technical education. Other advisory committees may be established as the School Board chooses.

### II. Membership

The Board will endeavor to make certain that each committee's membership represents a cross section of the public schools as well as representatives from the community at large. Composition of the School Board's advisory committees will be consistent with the Code of Virginia, Board of Education regulations and any guidelines established by the State of Virginia.

Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements.

Openings for advisory committee positions will be posted during the months of September, January and June. The School Board will publicly advertise committee membership openings through the Clerk of the Board and the ACPS Office of Communications.

Members of these committees will serve without compensation. Members shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. The School Health Advisory Board shall have no more than 20 total members, while no committee shall have more than 17 voting members. Students serving on advisory committees are voting members, while Board and staff liaisons are non-voting members. Membership requirements will be defined in each advisory committee's bylaws. Committee members are limited to three consecutive, two-year terms and may reapply for appointment to a specific committee after not having served on that committee for two years. The Board may waive term limits on an individual basis.

**File: BCF**

### III. Officers

The committees shall hold an annual organizational meeting for elections. At that meeting, each committee shall elect, at a minimum, a Chair and a Vice Chair, and establish a meeting schedule. Committee Chairs may only serve two consecutive, one-year terms and may be nominated for the Chair position again after two years of not having served in that role. The School Board Chair supports the Advisory Committee Chairs in their administrative tasks and in parliamentary procedure. The Board Chair will organize a meeting of the Committee Chairs and Board liaisons at least twice during the school year.

### IV. Meetings

Committee meetings shall be held at least four times during the school year, or more often as necessary, and shall be open to the public.

Advisory committees, and their subcommittees, are considered “public bodies” under the Virginia Freedom of Information Act (VFOIA), and as such are subject to VFOIA’s “meeting” requirements of:

1. Advance public notice;
2. Materials are available to the public;
3. Meetings are open to the public; and
4. Written minutes.

Any gathering (physical or virtual) of three or more members of the committee or subcommittee, at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.

Agendas for committee meetings, as well as presentations and any documents for distribution at the meeting, shall be provided to the School Board and the public through the Clerk of the Board at least three days in advance of meetings.

### V. Staff Support

The Superintendent shall provide a staff liaison to each advisory committee. The Committee Chair or a designee will meet with the staff liaison periodically to establish or review the meeting agendas for the school year. However, any topics of substance must be brought to the committee at large. The Superintendent will help committees achieve their goals by providing them with reasonable support and material resources. “Reasonable support” includes data reports and staff resources, including providing any data necessary for the committee to develop its Scope of Work and Annual Report , and to make comprehensive

**File: BCF**

recommendations regarding the Division's (relevant) annual plan.

The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for the removal of a Board or staff liaison through a formal memo to the School Board Chair. The advisory committee membership must be notified of the request by the Committee Chair. Staff liaisons and Board liaisons must attend 75 percent of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the staff or Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

## VI. Recommendations

Recommendations of the committees are advisory only. All final decisions rest solely with the School Board. The committees shall submit to the School Board a Scope of Work and an Annual Report through the Superintendent. The Annual Report will be submitted with a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of meeting attendance. The staff response will be for information only, and should be provided to the committee in sufficient time for the committee to submit a rebuttal, if desired, concurrently. The committee bylaws should be reviewed or affirmed by each committee annually, and must be approved by the School Board every three years, or at least once during each School Board term.

## VII. Removal

For good cause shown, any advisory committee member may be removed from any advisory committee by a majority vote of the School Board. The Board Chair, or another member of the School Board designated by the Chair, will contact or notify the member to discuss the situation before any action is taken. That committee member will, if requested, be provided the opportunity to address the Board.

Adopted: November 13, 2006  
 Amended: June 18, 2009  
 Amended: June 9, 2011  
 Amended: April 24, 2014  
 Amended: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)  
 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-86, 22.1-275.1  
 8 VAC 20-40-60(B)  
 8 VAC 20-81-230(D)

**File: BCF**

8 VAC 20-120-50  
8 VAC 20-131-270

Cross Refs.:	BCE	School Board Committees
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IC/ID	School Year/School Day
	IGBB	Programs for Gifted Students
	KC	Community Involvement in Decision Making



File: BCF-R

## REGULATIONS OF ADVISORY COMMITTEES TO THE SCHOOL BOARD

### I. Membership

The School Board is responsible for the advisory committees and their membership. Board and staff liaisons will assist the committees to actively recruit new members when necessary. At a minimum, the Clerk of the Board and the Office of Communications will publicize any committee vacancies each January, June and September.

Advisory committees may include up to but no more than 17 voting members appointed by the Board and will be audited against the membership composition defined in each advisory committee's bylaws. Members of these committees will serve without compensation, and shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. Committee members are limited to three consecutive, two-year terms and may reapply for appointment to a specific committee after not having served on that committee for two years. The Board may waive term limits on an individual basis.

Students serving on advisory committee are voting members. Non-voting advisory committee members are the Board liaisons assigned by the Board Chair and the ACPS staff liaisons assigned by the Superintendent.

Each advisory committee shall consider the broad range of knowledge, skills, interests and perspectives needed to accomplish the work of the committee. When reviewing applications or recruiting new members to fill a vacancy, the committee shall consider:

- A. The different age groups served by the schools (e.g., preschool, elementary, middle, high school);
- B. A membership that reflects the schools and community in terms of diversity, ability and geography, including traditionally under-represented groups needed to bring perspective and/or inform the work of the committee; and
- C. A sufficient range of backgrounds and viewpoints, including students, parents, educators and other professionals or business representatives who can inform the work.

Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements.

### II. Application Process

Applicants must apply for open positions using the advisory committee membership application. To apply, individuals must fill out the application and submit it to the Clerk of the School Board. It is essential that applicants provide complete and legible answers to all questions. The School

**File: BCF-R**

Board will not accept an application if complete answers are not provided. Individual applicants are encouraged to attach a résumé to the application to highlight their relevant experience.

Applications will be reviewed by the Advisory Committee Chair or designee, the Board liaison, the staff liaison and the Board Chair. Each applicant will be contacted by the Advisory Committee Chair to attend at least one meeting or meet with the committee leadership before the application is voted on by the Board. Applicants may be contacted by members of the School Board or advisory committee members to learn more about the applicant's background and interest in the issues of a particular committee.

The Board will then vote on application(s) at a scheduled Board meeting. Applicants will be placed on the consent calendar for approval. Board members may pull applicants from consent for discussion.

Applicants will be contacted no later than one week after the Board vote regarding the results of the vote. Newly selected advisory committee members will be emailed contact information for the Advisory Committee Chair. Applicants not selected have the option to apply for a future opening or the option to keep their application active until there is an opening.

The Board will act on committee membership applications within a timely manner.

#### Application Questions for Advisory Committees:

1. Date of application.
2. Name of advisory committee on which you are seeking membership;
3. Your name;
4. Your home address, phone numbers, and email address;
5. Members of your family, including students at home and the schools they are attending;
6. Summary of work and practical experience;
7. Reasons for requesting membership on the committee;
8. Potential contributions to the committee;
9. Past community involvement;
10. Have you applied for another Board committee within the past six months? If so, to which committee did you apply?
11. Have you served in the past on Board advisory committees? If so, when, and for how long?
12. Are you currently a member of any other Board advisory committees?
13. Three references with telephone numbers.
14. Have you attended at least one advisory committee meeting or met with the advisory Chair of the committee?
15. Have you read the advisory committee's Scope of Work?
16. Have you read the advisory committee's most recent Annual Report?

**File: BCF-R****III. Meetings**

Advisory committees, and their subcommittees, are considered “public bodies” under the Virginia Freedom of Information Act (VFOIA), and as such are subject to VFOIA’s “meeting” and notice requirements.

Any gathering (physical or virtual) of three or more members of the committee or subcommittee, at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.

- F. Meetings of the advisory committees and their workgroups are held in public, consistent with the requirements of Virginia law.
- G. Committee meetings are scheduled by the Advisory Committee Chair, who informs the Clerk of the Board of such meetings at least three days prior to the meeting, to allow for public notice.
- H. Agendas, presentations, and any documents for distribution at the meeting are made available to Board members and the Clerk of the Board at least three days prior to committee meetings.
- I. The advisory committees meet at least quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. A copy of this calendar is provided to the Clerk of the Board and the Department of Communications.
- J. Written meeting minutes will be made public once approved by a quorum of the committee.

**IV. Quorum**

If a committee cannot secure a quorum for three consecutive meetings, the Board and/or staff liaison shall communicate that to the Clerk of the Board to update the Board Chair and Superintendent. A quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee shall not be included in the calculation of a quorum.

**V. Required Advisory Committees**

The committees outlined below are prescribed by the Commonwealth of Virginia.

**A. Special Education Advisory Committee (SEAC)**

There shall be an advisory committee for special education appointed by the School Board to advise the Board through the Superintendent.

**File: BCF-R**

1. Membership
  - a. A majority of the committee shall be parents of children with disabilities or individuals with disabilities;
  - b. The committee shall include one teacher, who will also be a voting member; and
  - c. Additional school division personnel shall serve only as consultants to the committee.
  
2. The functions of the advisory committee shall be as follows:
  - a. Advise the school division of needs in the education of children with disabilities;
  - b. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
  - c. Submit periodic reports and recommendations regarding the education of children with disabilities to the Superintendent for transmission to the School Board; and
  - d. Assist the school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services.
  - e. Review the policies and procedures for the provision of special education and related services prior to submission to the School Board; and
  - f. Participate in the review of the school division's annual Special Education Plan, prior to its approval by the School Board and submission to the Virginia Department of Education.
  
3. Public notice shall be published annually listing the names of committee members and include a description of ways in which interested parties may express their views to the committee.
  
4. Committee meetings shall be held at least four times in a school year and shall be open to the public.

**B. Career and Technical Education (CTE) Advisory Committee**

The school division shall establish a general career and technical advisory committee to provide advice to the School Board on current job needs and the relevancy of career and technical programs offered and to assist in the development, implementation, and evaluation of the local plan and application.

1. The committee shall be composed of members of the public, including students, teachers, parents, and representatives from business, industry, and labor, with appropriate representation of both sexes and the racial and ethnic groups found in the school, community, or region served by the committee.

**File: BCF-R**

2. The committee shall meet at least four times in a school year to assist in the planning, implementing, and assessing of career and technical education programs. All committee meetings shall be open to the public.

## **VI. Optional Advisory Committees**

In addition to the above committees required by law, the Alexandria City School Board may establish additional advisory committees. At the Board's discretion, it may also dissolve such committees as circumstances warrant. Currently, the Board's additional advisory committees include:

### **A. Talented and Gifted Advisory Committee (TAGAC)**

The school division has established a talented and gifted advisory committee composed of parents, school personnel and other community members. This committee should reflect the ethnic and geographical composition of the school division. The purpose of this committee is to advise the School Board through the Division Superintendent of the educational needs of all gifted students in the Division. As a part of this goal, the committee annually reviews the plan for the education of gifted students, including revisions, and determines the extent to which the plan for the previous year was implemented. The recommendations of the advisory committee are submitted in writing through the Division Superintendent to the School Board.

Committee meetings shall be held at least four times in a school year and shall be open to the public.

### **B. School Health Advisory Board (SHAB)**

The School Board has established a School Health Advisory Board of no more than 20 total members, including no more than 17 voting members. It consists of broad-based community representation including, but not limited to, parents, students, health professionals, educators, and others. SHAB assists with the development of health policy in the school division and the evaluation of the status of school health, health education, mental health, substance abuse, violence prevention, the school environment, and health services. The committee provides input to staff regarding new instructional and resource materials and changes in family life curriculum.

The School Health Advisory Board holds meetings at least - four times during the school year and annually reports on the status and needs of student health in the school division to any relevant school, the School Board, the Virginia Department of Health, and the Virginia Department of Education. All Committee meetings shall be open to the public.

**File: BCF-R****C. Budget Advisory Committee (BAC)**

The Budget Advisory Committee:

1. Makes recommendations on policies and practices related to the presentation, preparation and execution of the operating budget and the financial management of the school system;
2. Makes recommendations to the School Board on budget priorities before the Board gives its annual budget direction to the Superintendent and at other times as appropriate;
3. Advises on the degree to which the Superintendent's Proposed Budget supports best fiscal practices and the School Board's priorities;
4. Assists in educating the community about the budgeting process and the contents of each year's operating and capital improvement budgets;
5. Provides, upon the Board's request, studies and recommendations on special topics or issues;
6. Presents an annual written report of the committee's work as part of the School Board's annual budget process. The report may raise issues and concerns that the Committee has related to the budget;
7. Collaborates as appropriate with other advisory committees; and
8. Creates a Scope of Work and an Annual Report for the BAC.
9. Holds committee meetings that are open to the public at least four times in a school year.

**D. Athletic Hall Of Fame (HOF) Advisory Committee**

Each year, the Alexandria City School Board honors excellence in athletic achievement by former Alexandria City Public Schools students, memorializes their achievements, and inspires the current students of ACPS to strive for excellence by inducting a select number of former students into its Athletic Hall of Fame. Inductees will be honored with a Hall of Fame plaque on the campus of T.C. Williams High School.

Nominations will be submitted May through September of year by the public and reviewed by the Athletic Hall of Fame advisory committee. The committee will submit recommendations to the School Board for approval.

The committee shall consist of no more than 17 voting members and will include three ACPS alumni, one current ACPS student, and three at-large community members.

Except for the alumni seats on the committee, members of the advisory committee will be residents of Alexandria City, which may include an ACPS employee and a current ACPS student.

**File: BCF-R**

The advisory committee will recommend selection criteria to be approved and institutionalized by the School Board. Any future changes to the selection criteria must be approved by the School Board.

Committee meetings shall be held at least four times in a school year and shall be open to the public.

Established: June 18, 2009

Revised: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)

8 VAC 20-81-230(D)

8 VAC 20-120-50

8 VAC 20-131-270

Cross Refs.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IC/ID	School Year/School Day
	IGBB	Programs for Gifted Students
	KC	Community Involvement in Decision Making

**File: BCFB****BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES**

Bylaws should be reviewed or affirmed by each advisory committee annually, and must be approved by the School Board every three years, or at least once during each School Board term. Committee bylaws cannot be in conflict with School Board policies governing advisory committees. The advisory committee, through a vote of the committee and in a memo to the Board Chair and Superintendent, may request a Board policy amendment to support any bylaws changes requested by the committee.

Bylaws must be dated and signed by the committee Chair or Vice Chair and delivered to the Clerk of the Board for posting and for approval by the School Board.

Advisory committee bylaws must contain, but are not limited to, the following elements:

- Purpose or Mission. The purpose or mission should be aligned with the Division's strategic plan.
- Responsibilities. This section describes the function of the committee's work.
- Governance Structure. Each advisory committee must define its composition. The committee's composition must strive to meet the membership goals outlined in Policy BCF and Regulation BCF-R.
- Officers. It is important to clarify who the advisory committee's officers are, how they are elected or appointed, their terms, their duties and how they are removed and replaced. At a minimum, committees should elect a Chair and Vice Chair. The bylaws may also designate an Ex-Officio Chair in the event that the Chair could not serve. Ex-Officio Chairs are not subject to terms, but can be designated as the Vice Chair. The bylaws may also designate any officer(s) authorized to preside over meetings, should the Chair or Vice Chair be unable to attend.
- Chair's and Vice Chair's terms and responsibilities. The Chair's and Vice Chair's terms of office should be outlined as discussed in Policy BCF and Regulation BCF-R. Typically, Chairs represent the advisory committee's goals and set the agenda with the ACPS staff and Board liaisons. However, any topics of substance must be brought to the committee at large. Bylaws should also address how Chairs are appointed, removed and replaced.
- Voting procedures. This section should include key information such as the number of members who must participate to hold a valid vote (i.e., a quorum) to adopt a motion, and should restate any of the statutory requirements from the Code of Virginia. Robert's Rules of Order must be the guidelines for most voting procedures. For all School Board advisory committees, a quorum shall equal a simple majority of all serving committee



**File: BCFB**

- members. Any vacancies on the committee shall not be included in the calculation of a quorum.
- Meetings. This section should include the schedule of meetings set by the Committee Chair, who informs the Clerk of the Board of such meetings at least three days prior to the meeting to allow for public notice. Agendas, presentations, and any documents for distribution at the meeting shall be made available to the Clerk of the Board for public posting at least three days prior to committee meetings.
  - Amendments. The bylaws should clarify how they may be amended, by the Board or by the membership. Additionally, amendments may be suggested by ACPS staff to the School Board or to the advisory committee.
  - Exceptions. The last section of each advisory committee’s bylaws must contain some version of the following exception: “The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.”

Adopted: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)  
8 VAC 20-81-230(D)  
8 VAC 20-120-50

Cross Refs.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment Opportunity/Nondiscrimination

**File: BCFC****ROLES OF THE STAFF AND BOARD LIAISONS TO ADVISORY COMMITTEES**

Staff and Board liaisons to advisory committees are designed to act as resources during committee discussions and in attaining the goals of the committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of School Board policies. Liaisons should request a place on the School Board agenda to report staff or School Board items that directly relate to the mission of the advisory committee.

Staff and Board liaisons need to observe the authority of the Advisory Committee Chair, the bylaws and the rules of order established by the committee. Chairs represent the advisory committee's goals and set the agenda with the ACPS staff and Board liaisons. Any topics of substance must be brought to the committee at large. If a committee cannot secure a quorum for three consecutive meetings, the Board and/or staff liaison shall communicate that to the Clerk of the Board to update the Board Chair and Superintendent. A quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee shall not be included in the calculation of a quorum.

The Board is responsible for the advisory committee and its membership. The Board and staff liaison will assist the committee to actively recruit new members when necessary. At a minimum, the Clerk of the Board and the Office of Communications will publicize committee vacancies each January, June and September.

The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for the removal of a Board or staff liaison through a formal memo to the School Board Chair. The advisory committee membership must be notified of the request by the Committee Chair.

Staff liaisons and Board liaisons must attend 75 percent of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the staff or Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

**The staff liaison must:**

- Be assigned to the committee by the Superintendent;
- Act as an advisor to both the committee and the School Board through the Superintendent;
- Attend at least 75 percent of the meetings, unless participating in a work-related event;
- Ensure a response to the annual report, through the Superintendent, to the School Board;

**File: BCFC**

- Work with the advisory committee to develop a Scope of Work that is aligned with the School Board’s goals or statutory requirements;
- Assist the advisory committee in pursuing its Scope of Work by providing reasonable support and resources, advocating for budgetary goals to advance the committee’s work, and helping to set monthly agendas. “Reasonable support” includes data reports and staff resources, including requesting/coordinating/providing any data necessary for the committee to develop its Scope of Work and Annual Report, and to make comprehensive recommendations regarding the Division’s (relevant) annual plan, in accordance with Policy BCF; and
- Present the committee’s work to the School Board, when appropriate.

**The Board liaison must:**

- Be assigned to the committee by the Board Chair;
- Act as an advisor to both the committee and the School Board regarding the committee’s Scope of Work;
- Attend at least 75 percent of the meetings, unless participating in a School Board meeting or work session;
- Review the annual report, presented through the Superintendent, to the School Board to advise on any budgetary or policy needs;
- Work with the advisory committee to develop a Scope of Work that is aligned with the School Board’s goals or statutory requirements;
- Assist the advisory committee in pursuing its Scope of Work through providing advice on budgetary needs and any policy development or adjustments to advance the committee’s work;
- Notify the Board Chair or Vice Chair if the staff liaison requires assistance in requesting the necessary data for the committee to develop its Scope of Work and Annual Report, or to make comprehensive recommendations regarding the Division’s (relevant) annual plan.
- Report the committee’s work to the School Board, when appropriate.

Adopted: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)

8 VAC 20-81-230(D)

**File: BCFC**

## 8 VAC 20-120-50

Cross Refs.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment Opportunity/Nondiscrimination

## VIRGINIA FREEDOM OF INFORMATION ACT (VFOIA) GUIDELINES FOR SCHOOL BOARD ADVISORY COMMITTEES

**Three or more advisory committee members discussing committee business constitutes a “meeting”, which triggers Freedom of Information Act requirements.** Whenever three or more advisory committee members (including subcommittees) assemble (whether formally or informally, and whether in person or electronically) to decide upon or discuss the advisory committee’s work, Freedom of Information Act procedures must be observed.

### **Freedom of Information Act meeting requirements include the following:**

- **Written notice of meetings:** Notice of meetings must ordinarily be posted at least 3 working days before any advisory committee meeting. The notice must state the date, time and location of the meeting. Notice should be posted on a public bulletin board, in the staff liaison’s office, and on the web.
- **Open to the public:** All advisory committee meetings and work sessions should be public. The Freedom of Information Act has limited exemptions from this requirement. Consult the Board Clerk with any questions.
- **Agendas & materials:** At least one copy of all agenda packets and materials furnished to members of the advisory committee for a meeting should be made available for inspection by the public at the same time. *(In accordance with Board Regulation BCF-R, all meeting documents should also be provided to the Board Clerk three business days prior to the meeting.)*
- **Recording meetings:** Open meetings of advisory committees may be recorded by the public, provided that it does not interfere with the conduct of the meeting.
- **Public votes:** All decisions made by an advisory committee should be made by recorded public vote. Secret or written ballots are not permitted.
- **Minutes:** Minutes should be recorded at all public advisory committee meetings. Those minutes should include the meeting date, location and attendees, and a summary of matters discussed and any votes taken. The minutes must be publicly available.

**Electronic Participation** Electronic participation in public meetings by advisory committee members is generally not allowed. However, a member may participate electronically for the lesser of two meetings a year or 25% of the committee meetings in the event of an "emergency or personal matter", but only if a quorum (a majority of all voting members) of the committee is physically assembled. Remote participation requires timely notice to the Advisory Committee Chair and staff liaison so that appropriate arrangements can be made.

**Written communications:** All e-mail, notes, written communications or other documents concerning advisory committee and subcommittee business are subject to the Freedom of Information Act. This means that should a member of the public ask to review those documents and communications, advisory committee members are required to produce them for public inspection. Prior to being released, ACPS' Custodian of Records reviews them to ensure that only those responsive to the request, with redactions should they be necessary, are released.

Date: June 2, 2016

For ACTION \_\_\_\_\_

For INFORMATION  X Board Agenda: Yes \_\_\_\_\_  
No  X **FROM:** Alvin L. Crawley, Ed.D., Superintendent of Schools**TO:** The Honorable Karen Graf, Chair, and Members of the Alexandria City School Board**TOPIC:** Data requested from School Board Committees

Attached are data requested and provided to various School Board committees to support each group's scope of work. Staff liaisons to committees are available to review data.

**RECOMMENDATION:** School Board Advisory Committees should refer to the attached data sets as needed, in the development of their scope of work. Any additional requests for data should be reviewed for alignment with school division priorities. Requests should be made to the Superintendent through the committee's staff liaison.

**CONTACT PERSON:** Alvin L. Crawley, Ed.D., Superintendent of Schools

Request for Data: CTE, Special Education, TAGAC SAAC, and SHAB

<p>CTE</p>	<ul style="list-style-type: none"> <li>• Overall CTE test data</li> <li>• w/ise financial literacy test data</li> <li>• Workplace Readiness Skills for the Commonwealth test data</li> <li>• Dual enrollment data</li> <li>• CTE Course enrollment data</li> <li>• CTE Annual Report Card (CTE program <b>completers'</b> performance data) including the following:             <ul style="list-style-type: none"> <li>- Academic Attainment on SOL Reading and SOL Math tests</li> <li>- Technical Skills Attainment (student competency attainment, completers participating in and passing industry credential testing)</li> <li>- Secondary School Completion Rate</li> <li>- Graduation Rate</li> <li>- Secondary Placement (Transition) Rate</li> <li>- Program Completer Response Rate (on follow-up surveys one year after graduation)</li> <li>- Non-traditional Career Preparation Enrollment</li> <li>- Non-traditional Career Preparation Completion</li> </ul> </li> </ul>
<p>Specialized Instruction</p>	<p>VDOE Indicators</p> <ul style="list-style-type: none"> <li>• Indicator 1: Graduation</li> <li>• Indicator 2: Dropouts</li> <li>• Indicator 3 Participation and Performance on Statewide Assessments</li> <li>• Indicator 4: Suspension/Expulsion</li> <li>• Indicator 5: School Age Least Restrictive Environment</li> <li>• Indicator 6: Preschool Least Restrictive Environment</li> <li>• Indicator 7: Preschool Outcomes</li> <li>• Indicator 8: Parent Involvement</li> <li>• Indicator 9: Disproportionate Representation in Special Education and Related Services</li> <li>• Indicator 10: Disproportionate Representation in Specific Disability Categories</li> <li>• Indicator 11: Timeline for Eligibility</li> <li>• Indicator 12: Part C to Part B Transition</li> <li>• Indicator 13: Secondary IEP Goals and Transition Services</li> <li>• Indicator 14: Postsecondary Outcomes</li> </ul> <ul style="list-style-type: none"> <li>• IEP Progress Data</li> <li>• SWOT Analysis Data</li> <li>• PALS Data</li> <li>• ACPS 2020 Student Performance Data</li> <li>• SDBQ Data by School</li> <li>• Teacher Talk</li> </ul>





TAGAC	<p>All data given to the TAGAC is provided through Accountability (<i>Attachment 1</i>)</p> <p>Additional data include:</p> <ul style="list-style-type: none"> <li>• # of teachers certified in gifted education</li> <li>• # of annual TAG professional development sessions offered</li> <li>• # of participants in PD sessions</li> </ul>
SAAC	<ul style="list-style-type: none"> <li>• ACPS 2020 (<i>Attachment 2</i>)</li> <li>• SOL data (<i>Attachment 2</i>)</li> <li>• Hanover reports</li> <li>• School Education Plans</li> <li>• Division priorities document</li> <li>• Data dashboard</li> <li>• ICAPS Completed</li> </ul>
SHAB	<ul style="list-style-type: none"> <li>• ACPS 2020 KPI information (specific to goal 2 and 5 ex: FLE, SNS, safe routes to school)</li> <li>• Clinic utilization report including WOW bus</li> <li>• Usage reports of Teen Wellness Center</li> <li>• BMI data</li> <li>• YRBS data</li> </ul> <p>Other information has been provided in narrative form.</p>

Department of Accountability  
06/02/2016

Attachment 1

**Data Available for Advisory Committee Use - Accountability**

**Accountability Reports/Presentations Posted to [Web Page with Hyperlinks](#) (by Year)**

**2015-16**

**Youth Risk Behavior Survey Report: 2013-2014 & Presentation**

- In Collaboration with the Alexandria Health Department
- Substance Use, Wellness and Healthcare, Mental Health, Aggressive Behavior, Injuries, and Violence, Sexual Behavior by Grade, Ethnicity and Gender

**Postsecondary Student Outcomes Analysis and Benchmark Comparison**

- Historical Enrollment Rates by Gender, Ethnicity, and Special Populations
- Historical Enrollment by Institution Type and Location Historical Rates of Persistence

**SAT Digest**

- Historical SAT Participation
- Comparison of Average SAT Scores by Component to Nation and State Averages by Ethnicity and Gender
- SAT Scores by Family Income
- Historical SAT Results for ACPS, State, and Nation

**AP Brief**

Preliminary AP Participation and Performance across 11 Years

**Assessment Update & Presentation**

- SOL Accreditation Results (2-year)
- Division SOL Federal AMO Results by Subgroup (2-year)
- Division and School SOL Performance for English and Math by Subgroup
- Preliminary AP Participation and Performance across 11 Years
- PALS Cohort Performance and Growth

**2014-15**

**AP Report & Presentation**

- AP Participation and Performance across 10 Years
- AP Participation compared to State and Nation by Grade
- AP Participation and Performance by AP Test
- AP Participation and Performance by Subgroup
- AP Participation and Performance by Grade Level and Ethnicity

**SAT Digest**

- Historical SAT Participation
- Comparison of Average SAT Scores by Component to Nation and State Averages by Ethnicity and Gender
- SAT Scores by Family Income
- Historical SAT Results for ACPS, State, and Nation

**Assessment Update & Presentation**

- SOL Accreditation Results (2-year)
- Division SOL Federal AMO Results by Subgroup (2-year)
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- PALS Cohort Performance and Growth

Department of Accountability  
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**Attachment 1**

**2013-14**

School-Level Peer Comparability Report

- School State Accreditation Status and Federal Accountability Status with Pass Rates by Subject in Comparison to Similar Schools
- Subgroup and Total Enrollment Counts
- Per Pupil Expenditure

ACT & Presentation / SAT Report & Presentation

- Historical ACT Participation and Performance
- Comparison of Average ACT Scores by Component to Nation and State Averages
- Comparison of Average ACT Scores to Nation and State Averages by Ethnicity
- College Readiness Benchmarks
- Historical SAT Results for ACPS, State, and Nation
- Historical SAT Participation by Ethnicity
- Comparison of Average Scores to National and State Averages by Ethnicity and Gender
- SAT Scores by Family Income
- Years of Study in Academic Areas by Ethnicity

Middle Schools Evaluation Report & Presentation

- Middle School SOL Participation and Performance
- Survey Results (Staff, Student, Parent, and Community)
- Historical Honors Enrollment by Middle School
- Student Demographics by School
- Honors-Level Course Grades by Subject Area and Grade Level
- SOL Pass Rates for Honors Students
- Demographics of Students in Honors and Accelerated Math Courses
- SOL Pass Rates for Special Education Students
- SOL Pass Rates for ELL Students

AP Brief

- Preliminary AP Participation and Performance across Nine Years

Developmental Assets (SEARCH Survey) – Division & Summary

- Provided by Search Institute
- Survey Participation by Gender, Grade, and Race/Ethnicity
- Assets by Grade and Gender
- Alcohol, Tobacco, Marijuana, and Prescription Drug Use by Gender and Grade

Assessment Update & Presentation

- SOL Accreditation Results (2-year)
- Division SOL Federal AMO Results by Subgroup (2-year)
- Division and School SOL Performance for English and Math by Subgroup
- Preliminary AP Participation and Performance across 10 Years
- Two-year SRI and SMI Growth
- PALS Cohort Performance and Growth

Department of Accountability  
06/02/2016

Attachment 1

### ***Additional Data Sets***

#### Division Priorities for School Years 2012-15

- Reading and Math SOL Performance, On-Time Graduation Rate, and Drop-Out Rates for SWD and ELL students
- Disproportionality among Black students for SWD Identification, Suspensions, and TAG Identification,
- TAG Enrollment Disproportionality for FARM students, Black students, and Hispanic Students
- Middle School Reading and Math Pass Rates for all students, Black students, and Hispanic Students
- Middle School ELA Honors and Algebra I Participation and SOL Performance
- High School AP Participation and Performance
- Participation in Dual Enrollment
- Graduation Rate
- SAT/ACT Participation

#### VA On-Time Graduation Rates

- Historical Comparison of On-Time Graduation Rates by Subgroup
- Comparison of On-Time Graduation Rates to State by Subgroup
- Historical Comparison of Dropout Rates by Subgroup
- Comparison of Dropout Rates to State by Subgroup

#### Students with Autism SOL Performance Analysis

- ASD Student Enrollment Comparison to State
- ASD VSAP Pass Rates and Average Scaled Score 2009-2014 across All Content Areas

#### TAG Enrollment

- TAG Enrollment by School, Grade, Race/Ethnicity, and additional Subgroups (for SY 13-14 and SY 14-15)

#### TAG Grade Level Cohort Survival

- Survival Rates by Grade Level

#### TAG Indicator Proposal

- TAG Enrollment by School, Subgroup, Grade
- Young Scholars by School and Subgroup
- TAG Performance on AP Exams
- Diploma Type
- Post-Secondary Enrollment
- TAG Teacher Certification
- TAG-Centered Professional Development

### ***Publicly Available Data Sources***

**Fall Membership (VDOE)** - [http://www.doe.virginia.gov/statistics\\_reports/enrollment/fall\\_membership/](http://www.doe.virginia.gov/statistics_reports/enrollment/fall_membership/)

- Can create custom reports by Year, Division/School, and Subgroups

**School Report Cards** - [http://www.doe.virginia.gov/statistics\\_reports/school\\_report\\_card/Virginia](http://www.doe.virginia.gov/statistics_reports/school_report_card/Virginia)

**SOL Assessment Results (Customizable)** - <http://bi.virginia.gov/BuildATab/rdPage.aspx>

- Can create custom SOL Performance reports by Student Characteristics, Subgroups, Test Level/Source/Subject/Test, School Year, Division/School

Attachment 2

<b>1. Academic Excellence and Educational Equity: Every student will be academically successful and prepared for life, work, and college.</b>	
<b>Objective</b>	<b>Key Performance Indicator</b>
<b>1.1 Educational Excellence</b> ACPS will regularly assess and respond to the needs, interests, and abilities of individual students.	1.1.1 PALS % above the benchmark on fall Kindergarten assessment
	1.1.2 % of fall-identified K-2 students who meet the PALS spring benchmark assessment
	1.1.3 % of students passing the third grade Reading SOL assessment
	1.1.4 % of students in Grades 6-12 with Individual Career and Academic Plans (ICAP's)
	1.1.5 Advanced Placement & Dual Enrollment: % of students taking an AP assessment (grades 10, 11, 12) % of AP scores earning '3', '4', or '5' % of students taking a dual-enrollment class
	1.1.6 Algebra by 8th Grade: % of participation in Algebra I by end of Grade 8 % pass on Algebra/Geometry for Grade 8 students
	1.1.7 Overall SOL Pass Rate: A. Reading B. Math C. History D. Science E. Writing
	1.1.8 VA on-time graduation rates for all students.
1.2 Achievement Gaps ACPS will target academic achievement gaps and increase positive educational outcomes across race/ ethnicity, income, disability, and language sub-groups.	1.2.1 Standards of Learning Examinations: % Pass on Reading SOL – SWD students % Pass on Math SOL – SWD students % Pass on Reading SOL – ELL students % Pass on Math SOL – ELL students % Pass on Grade 3-5 Reading SOL – all students % Pass on Grade 6-8 Reading SOL – all students % Pass on TCW English SOL – all students % Pass on Grade 3-5 Reading SOL – Black/Hispanic students % Pass on Grade 6-8 Reading SOL – Black/Hispanic students % Pass on Grade 3-5 Math SOL – all students % Pass on Grade 6-8 Math SOL – all students % Pass on Grade 3-5 Math SOL – Black/Hispanic students % Pass on Grade 6-8 Math SOL – Black/Hispanic students % Pass on TCW Math SOL – all students
	1.2.2 ACT Performance Composite A. African American B. Hispanic C. White





<Insert name of committee> ADVISORY COMMITTEE

AGENDA

<Insert Meeting Date>

**I. Call to Order**

**II. Adoption of Meeting Agenda**

**III. Approval of Meeting Minutes**

**IV. Communications and Addresses to the Advisory Committee**

(Recognition of any citizen or delegation of citizens wishing to address the Committee)

**V. Old Business and Action Items**

**VI. New Business and Reports**

**VII. Chair's Report**

**VIII. Announcements by Members**

**IX. Future Business**

**X. Adjournment**



<Insert name of committee> ADVISORY COMMITTEE

## MINUTES

<Insert Meeting Date & Time>

<Insert Meeting Location>

### **I. Call to Order**

Record of the time the meeting was called to order, as well as the roll of members present and absent

### **II. Adoption of Meeting Agenda**

Record of vote on this item and any adjustments to the agenda

### **III. Approval of Meeting Minutes** <Insert Prior Meeting Date>

Record of vote on this item and any adjustments to the minutes

### **IV. Communications and Addresses to the Advisory Committee**

Recognition of any citizen or delegation of citizens who addressed the committee

### **V. Old Business and Action Items**

Record of vote on this item, including a summary of the discussion on matters deliberated or decided

### **VI. New Business and Reports**

A summary of this item, including a discussion on the matters proposed

### **VII. Chair's Report**

A summary of this item

### **VIII. Announcements by Members**

A summary of this item

### **IX. Future Business**

A summary of future items coming before the committee and the next meeting date

### **X. Adjournment**

Record of the vote to adjourn, as well as the time of adjournment



## <Insert name of committee> ADVISORY COMMITTEE BYLAWS

*Adopted by the <committee name> on <insert date>*

*Adopted by the School Board on <insert date>*

### I. Purpose

The <committee name> advises the Alexandria City School Board (Board) on strategies to improve <insert mission>. The Committee recommends approaches, and serves as a source of information for interested parents, students, and community organizations...<insert purpose here>

### II. Responsibilities

The Committee advises the Board in the following ways:

- a) By providing a Scope of Work to the School Board through the Superintendent
- b) By submitting an Annual Report to the School Board, approved by the <committee name>
- c) <include other responsibilities specific to the committee work>

### III. Membership/Governance Structure

#### a) Composition

- i. *Voting Members:* The Committee is composed of...<insert composition descriptions>.
- ii. *Ex Officio Members:*
- iii. *Length of Membership:* Committee members are limited to three consecutive, two-year terms and may reapply for appointment to a specific committee after not having served on that Committee for two years. To serve beyond these set limits, the School Board must grant a waiver to approve the membership application.
- iv. *Residency:* Except for school staff and individuals receiving a special waiver, all Committee members must reside in the City of Alexandria. To the maximum extent possible, the Committee membership should reflect the geographic and racial make-up of the Division across the elementary, middle and high schools. The School Board publicly advertises Committee member openings.
- v. *Quorum:* Binding action by the Committee, including recommendations to the Board and/or the Superintendent, take place only in the presence of a quorum of its membership. A quorum consists of a simple majority of Voting Members.
- vi. <include description of member type, no more than 17 members>

#### b) Expectations of Members

- i. Committee members are knowledgeable about Alexandria City Public Schools in the area of <description>;
- ii. Committee members attend 75% of the meetings held each year;
- iii. Committee members actively participate as a member of at least one Committee Workgroup;
- iv. Committee members accept assignments to perform in-depth review or analysis of a specific area of student achievement, related strategies, supports, and programs;
- v. Committee members work to improve effective community support for the <purpose description> of the Alexandria City Public Schools.
- vi. On Committee matters, members speak publicly through the Committee Chair.





#### **IV. Chair**

- a) Presides over all meetings of the Committee at which he/she is present;
- b) Assigns the Vice-Chair and members to subcommittees and/or workgroups;
- c) Prepares and/or approves a meeting agenda in advance of each meeting and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
- d) Is the principal spokesperson for the Committee.

#### **V. Officers**

The officers of the Committee consist of one (1) Chair, one (1) Vice-Chair, and one (1) Secretary, each elected by majority vote of Committee members voting at its organizational meeting of the school year. The Committee chairs can only serve two consecutive, one-year terms, and may be nominated for the Chair position again after two years of not having served in that role. The officers' duties are:

##### **a) Vice-Chair:**

- i. Presides over all meetings at which the Chair is not present;
- ii. Prepares and/or approves the meeting agenda in advance of each meeting at which the Chair is not present and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
- iii. Is the principal spokesperson for the Committee when the Chair is not present.

##### **b) Secretary:**

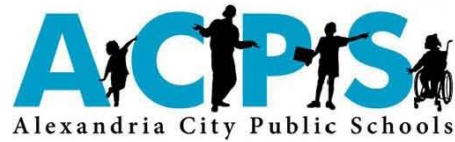
- i. Takes and maintains attendance of Committee members;
- ii. Ensures that members receive a copy of the meeting agenda and minutes of the previous meeting at least one week prior to each regularly scheduled meeting;
- iii. Reviews the meeting minutes drafted by ACPS staff and approves for dissemination; and,
- iv. Serves as Committee Parliamentarian.

##### **c) Committee Advisors:**

- i. The <ACPS staff member title>, serves as the principal advisor to the Committee and provides staff support as needed, including drafting minutes, reports and documents.
- ii. The <staff title> represents the Superintendent and meets regularly with the Committee.
- iii. The <staff or community organization> serves as a consultant to the Committee.
- iv. Additional staff members may be delegated by the Superintendent to serve as consultants to the Committee and/or its Workgroups.
- v. The School Board appoints a Board Member liaison to represent the Board on the Committee and/or its Workgroups.

#### **VI. Voting Procedures**

This section should include key information such as the number of members who must participate to hold a valid meeting (i.e., a quorum), the number of votes required for a motion to be adopted, and should restate any of the relevant statutory requirements from the Code of Virginia. Robert's Rules of Order must be the guidelines for most voting procedures.



### **VII. Meetings**

- a) Meetings of the Committee and its Workgroups are held in public, consistent with the requirements of Virginia law.
- b) Committee meetings are scheduled by the Committee Chair who informs the Clerk of the School Board of such meetings in sufficient time to allow for public notice at least three days prior to meetings.
- c) Agendas are made available to Board members and the public through the Clerk of the School Board at least three days prior to committee meetings.
- d) The Committee normally meets quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. The calendar includes the time and location of the meetings.

### **VIII. Amendments**

The bylaws should clarify how they can be amended. They can be amended by the School Board or by the Committee membership. Additionally, amendments can be suggested by ACPS staff to the Board or the Advisory Committee. Some boards choose to require a super-majority vote (e.g., 66%) to pass bylaws amendments to ensure a high degree of consensus before changes may be made.

### **IX. Exceptions**

The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.

Date: *<Insert Date of Board Meeting>*

For ACTION  \_\_\_

For INFORMATION  \_\_\_

Board Agenda: Yes  \_\_\_

No  \_\_\_

**FROM:** *<Insert Name>*, Chair  
*<Insert Committee Name>* Advisory Committee

**THROUGH:** *<Insert Name of Staff Liaison, Job Title>*  
*<Insert Name of Department Chief, Job Title>*  
Alvin L. Crawley, Ed.D., Superintendent of Schools

**TO:** The Honorable \_\_\_\_\_, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** *<Insert Committee Name>* Scope of Work for *<Insert Year>*

**SUMMARY:** The *<Insert Committee Name>* Advisory Committee activities during the *<Insert Year>* school year will focus on...

**BACKGROUND:**

**RECOMMENDATION:** The Superintendent recommends that the School Board approve the *<Insert Committee Name>* Scope of Work for *<Insert Year>*.

**IMPACT:**

**ATTACHMENTS:**

**CONTACT:** *<Insert Committee Chair's contact information>*

Date: *<Insert Date of Board Meeting>*

For ACTION  \_\_\_

For INFORMATION  \_\_\_

Board Agenda: Yes  \_\_\_

No  \_\_\_

**FROM:** *<Insert Name>*, Chair  
*<Insert Committee Name>* Advisory Committee

**THROUGH:** *<Insert Name of Staff Liaison, Job Title>*  
*<Insert Name of Department Chief, Job Title>*  
Alvin L. Crawley, Ed.D., Superintendent of Schools

**TO:** The Honorable \_\_\_\_\_, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** *<Insert Committee Name>* Annual Report for *<Insert Year>*

**SUMMARY:**

**BACKGROUND:**

**RECOMMENDATION:** The Superintendent recommends that the School Board approve the  
*<Insert Committee Name>* Annual Report for *<Insert Year>*.

**IMPACT:**

**ATTACHMENTS:** *<Insert Year>* *<Insert Committee Name>* Scope of Work  
*<Insert Committee Name>* Bylaws  
*<Insert any other attachments>*

**CONTACT:** *<Insert Committee Chair's contact information>*