

ADVISORY COMMITTEES TO THE SCHOOL BOARD

The Alexandria City School Board (Board) has a strong commitment to stakeholder participation. The Board appoints advisory committees to assist the Board in completing its work. Advisory committees

- make recommendations to the Board improving the division's services to students, families, staff, and the community with a focus on priorities identified in the strategic plan;
- help the Board understand community perspectives on identified topics; and
- serve as subject matter experts, assisting the Board with research.

Membership

The Board strives to ensure that all advisory committees reflect the diversity of the Alexandria City Public Schools (ACPS) student population, with an inclusive membership that represents a cross section of the public schools as well as representatives from the community at large. Composition of the 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 must be residents of the City of Alexandria, employees of ACPS, or employees of the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS and City of Alexandria employees serving on advisory committees are not subject to residency requirements.

No Board advisory committee may have more than 17 voting members. Such membership limits do not apply to ad hoc committees and school or divisionwide parent advisory committees created under Title I, Title III or School Improvement Plans (SIPs).

Membership requirements must be defined in each advisory committee's bylaws.

Attendance

Members must attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair.

Compensation

Members of advisory committees serve without compensation.

Voting

Students serving on advisory committees are voting members, Board and staff liaisons are non-voting members.

Appointments

Openings for advisory committee positions are posted on the ACPS website. The Board will publicly advertise committee membership openings through the Clerk of the Board and the ACPS Department of School and Community Relations.

The Board appoints advisory committee members at regularly scheduled Board Meetings throughout the school year. The Clerk of the Board maintains a list of all advisory committee applicants and appointments.

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 as part of the renewal process.

Onboarding

All committee members go through an onboarding process coordinated by the Clerk of the Board. The Clerk of the Board, in collaboration with the advisory committees, develops the onboarding content.

Officers

Committees hold an annual organizational meeting for elections. At that meeting, each committee elects, at a minimum, a Chair and a Vice Chair, and establishes 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 Clerk of the Board supports the advisory committee Chairs in their administrative tasks and in parliamentary procedure.

Meetings

Advisory committees meet at least four times during the school year, or more often as necessary. Meetings are subject to the Virginia Freedom of Information Act (FOIA) as outlined in regulation BCF-R.

Scope of Work

Because the work of the Board is strategic, recommendations of Board advisory committees are also typically strategic and frequently require multiple years for the Board to fully act on the recommendation.

All committees are charged with reviewing and refining prior recommendations each year. This refinement may include continuing to support prior recommendations, adjusting prior recommendations, discontinuing prior recommendations, or adding new recommendations.

Additional details around each committee's unique Scope of Work are documented in Regulation BCF-R in the Committee Charters section. Committees may request adjustments to their charters through their Board liaison.

Committees may choose to, but are not required to, select an annual area of focus that is consistent with their charter. In addition, the Board may request that the committee include certain topics of interest to the Board. These refinements occur collaboratively between the committee Chair and the Board liaison, are reported to the Board by the Board liaison, and are filed with the Clerk of the Board.

Reports and Recommendations

Committees provide an Annual Report at the end of the school year. Committees may also provide interim recommendations to support Board decisions. 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.

As part of the Annual Report committees should include:

- A list of prior recommendations and, for each prior recommendation, the committee's desire to a) continue to recommend the prior recommendation, b) refine the prior recommendation, or c) discontinue the prior recommendation.
- New recommendations

Each committee may request time on the Board's agenda to report on its work, submit proposals for self-initiated work, describe the rationale for recommendations, 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 liaison to the advisory committee.

The Board will review all recommendations. The Board will then make a decision on how it will act on each recommendation. Possible actions include but are not limited to inclusion in the budget direction, inclusion in the Board annual priorities, inclusion in recommendations for Strategic Plan revision, and deferring action. The Board decision will be provided back to the committee.

Recommendations of the committees are advisory only. All final decisions rest solely with the Board.

Bylaws

Advisory committees must establish bylaws. The committee bylaws should be reviewed or affirmed by each committee annually, filed with the Clerk of the Board, and must be approved by the Board every three years. Any changes to committee bylaws must be approved by the Board.

Building Knowledge

As part of their annual Scope of Work advisory committees gain significant information and knowledge. Due to the inherent nature of committees, it is essential this information is documented by the committee so it can be made available to new committee members. The Clerk of the Board works with each committee to establish a location where documentation can be maintained in a manner consistent with FOIA.

Removal

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

School Board Advisory Committees

Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has established the following standing advisory committees:

- Special Education Advisory Committee
- Career and Technical Education Advisory Committee
- School Health Advisory Board
- Advanced Academic Services Advisory Committee
- Budget Advisory Committee
- Athletic Hall of Fame Advisory Committee.

Adopted: November 13, 2006
Amended: June 18, 2009
Amended: June 9, 2011
Amended: April 24, 2014
Amended: June 23, 2016
Affirmed: February 4, 2021

Legal Refs.: 20 U.S.C. §§ 5964, 6318.

Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214, 22.1-227, 22.1-275.1.

8 VAC 20-40-60.

8 VAC 20-81-230.

8 VAC 20-120-50.

Cross Refs.: BCE School Board Committees

BCF-R	School Board Advisory Committee Regulations
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

ADVISORY COMMITTEES TO THE SCHOOL BOARD

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The Alexandria City School Board (Board) has a strong commitment to stakeholder/citizen participation. The Board appoints advisory committees to assist the Board in completing its work. Advisory committees

- make recommendations to the Board on improving the division’s services to students, families, staff, and the community with a focus on priorities identified in the strategic plan;
- help the Board understand the community perspectives on identified topics; and
- serve as subject matter experts, including assisting the Board with research.

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 appoints advisory committee members at regularly scheduled Board Meetings throughout the school year. The Board shall also approves a Scope of Work for each advisorythe 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.~~

Membership

The Board strives to ensure that all advisory committees reflect the diversity of the Alexandria City Public Schools (ACPS) student population, with an inclusive ¶

~~The Board will endeavors to make certain that each committee’s membership that 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~~ must be ACPS students, residents of the City of Alexandria, ~~or employees of ACPSthe Alexandria City Public Schools,~~ or employees of the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS and City of Alexandria employees serving on advisory committees are not subject to residency requirements.

~~Openings for advisory committee positions are will be posted on the ACPS website. 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 advisory these committees will serve without compensation. Members must shall attend at least 75 percent of all meetings each year unless additional absences are excused by the~~

47 ~~Committee Chair~~—No advisory committee ~~may shall~~ have more than 17 voting members. (Such
48 membership limits do not apply to ad hoc committees and school or divisionwide parent advisory
49 committees created under Title I, Title III or School Improvement Plans (SIPs) ~~as outlined in~~
50 ~~Policy BCE.) ¶~~

51

52 Membership requirements must be defined in each advisory committee’s bylaws.

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54 Attendance

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56 Members must attend at least 75 percent of all meetings each year unless additional absences are
57 excused by the Committee Chair.

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59 Compensation

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61 Members of advisory committees serve without compensation.

62

63 Voting

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65 Students serving on advisory committees are voting members, while Board and staff liaisons are
66 non-voting members. ~~Membership requirements will be defined in each advisory committee’s~~
67 ~~bylaws. Committee members are limited to three consecutive, two-year terms and may reapply~~
68 ~~for appointment to a specific committee after not having served on that committee for two years.~~
69 ~~The Board may waive term limits on an individual basis.~~

70

71 Appointments

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73 Openings for advisory committee positions are posted on the ACPS website. The Board will
74 publicly advertise committee membership openings through the Clerk of the Board and the
75 ACPS Department of School and Community Relations.

76

77 Applications received through December will be considered for appointment for the current
78 school year, applications received after December will be considered for the next school year.
79 The Board may make exceptions to this schedule as warranted.

80

81 The School Board appoints advisory committee members at regularly scheduled Board Meetings.
82 The Clerk of the Board maintains a list of all advisory committee appointments.

83

84 Committee members are limited to three consecutive, two-year terms and may reapply for
85 appointment to a specific committee after not having served on that committee for two years.

86

87 The Board may waive term limits on an individual basis as part of the renewal process

88

89 Onboarding

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91 All committee members go through an onboarding process coordinated by the Clerk of the
92 Board. The content of the onboarding is collaboratively developed between advisory committees
93 and the Clerk of the Board.

94 ¶

95

96 **Officers**

97

98 ~~The Ce~~Committees shall hold an annual organizational meeting for elections. At that meeting,
99 each committee shall elects, at a minimum, a Chair and a Vice Chair, and establishes a meeting
100 schedule. Committee Chairs may only serve two consecutive, one-year terms and may be
101 nominated for the Chair position again after two years of not having served in that role. The
102 Clerk of the Board ~~School Board Chair~~ supports the a Advisory cCommittee Chairs in their
103 administrative tasks and in parliamentary procedure. ~~The Board Chair will organize a meeting of~~
104 ~~the Committee Chairs and Board liaisons at least twice during the school year.~~

105

106 **Meetings**

107

108 Advisory committees meet at least four times during the school year, or more often as necessary.
109 Meetings are subject to the Virginia Freedom of Information Act (FOIA) as outlined in
110 regulation BCF-R.

111

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

114

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

118 ¶

119 1. ~~Advance public notice;¶~~

120 2. ~~Materials are available to the public;¶~~

121 3. ~~Meetings are open to the public; and¶~~

122 4. ~~Written minutes; and¶~~

123 5. ~~Virtual participation in accordance with Regulation BCF-R2 - Electronic Participation in~~
124 ~~Advisory Committees to the School Board Regulation.¶~~

125 ¶

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

131 ~~¶~~

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

135

136 **Staff Support¶**

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¶

138 ~~The Superintendent shall provides assigns a staff liaison to each advisory committee. The~~
 139 ~~Committee Chair or a designee will meet with the staff liaison periodically to establish or review~~
 140 ~~the meeting agendas for the school year. However, any topics of substance must be brought to~~
 141 ~~the committee at large. The Superintendent will help committees achieve their goals by~~
 142 ~~providing them with reasonable support and material resources. “Reasonable support” includes~~
 143 ~~data reports and staff resources, including providing the any data necessary for the committee to~~
 144 ~~develop its Scope of Work, and Annual Report, and to make additional make comprehensive~~
 145 ~~recommendations as requested by the Board regarding the Division’s (relevant) programmatic~~
 146 ~~annual plan, if applicable.~~¶

147 ¶

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

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

159 Scope of Work

160 Because the work of the Board is strategic, recommendations of Board advisory committees are
 161 also typically strategic and frequently require multiple years for the Board to fully act on the
 162 recommendation.

163

164 All committees are charged with reviewing and refining prior recommendations each year. This
 165 refinement may include continuing to support prior recommendations, adjusting prior
 166 recommendations, discontinuing prior recommendations, or adding new recommendations.

167

168 Additional details around each committee’s unique Scope of Work are documented in Regulation
 169 BCF-R in the Committee Charters section. Committees may request adjustments to their charters
 170 through their Board liaison.

171

172 Committees may choose to, but are not required to, select an annual area of focus that is
 173 consistent with their charter. In addition, the Board may request that the committee include
 174 certain topics of interest to the Board. These refinements occur collaboratively between the
 175 committee Chair and the Board liaison, are reported to the Board by the Board liaison, and are
 176 filed with the Clerk of the Board.

177

178 Reports and Recommendations

179 Committees provide an Annual Report at the end of the school year. Committees may also
180 provide interim recommendations to support Board decisions. The Annual Report will be
181 submitted with a staff response, an analysis of the effectiveness of pursuing the Scope of Work,
182 and a record of meeting attendance.

183

184 As part of the Annual Report committees should include:

- 185 ● A list of prior recommendations and, for each prior recommendation, the committee's
186 desire to a) continue to recommend the prior recommendation, b) refine the prior
187 recommendation, or c) discontinue the prior recommendation.
- 188 ● New recommendations

189

190 Each committee may request time on the Board's agenda to report on its work, submit proposals
191 for self-initiated work, describe the rationale for recommendations, and such other matters as the
192 committee deems necessary.

193

194 All reports to the Board must go through the Board Chair, via the Superintendent or the
195 designated Board Member Liaison to the advisory committee.

196

197 The Board will review all recommendations. The Board will then make a decision on how it will
198 act on each recommendation. Possible actions include but are not limited to inclusion in the
199 budget direction, inclusion in the Board annual priorities, inclusion in recommendations for
200 Strategic Plan revision, and deferring action. The Board decision will be provided back to the
201 committee.

202

203 Recommendations of the committees are advisory only. All final decisions rest solely with the
204 Board

205

~~206 Each committee may request time on the Board's agenda following committee meetings to report
207 on its work, submit proposals for self-initiated work, and such other matters as the committee
208 deems necessary. All reports to the Board must go through the Board Chair, via the
209 Superintendent or the designated Board Member Liaison to the advisory ad hoc committee.¶~~

~~210 ¶~~

~~211 Recommendations of the committees are advisory only. All final decisions rest solely with the
212 School Board. The cCommittees shall submit to the School Board a Scope of Work at the
213 beginning of the school year, and the Board may request that the committee include certain
214 topics of interest to the Board as part of its Scope of Work. Committees provide and an Annual
215 Report at the end of the school year through the Superintendent. Committees may also provide
216 interim recommendations to support Board decisions. The Annual Report will be submitted with
217 a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of
218 meeting attendance. The staff response will be for information only, and should be provided to
219 the committee in sufficient time for the committee to submit a rebuttal, if desired, concurrently.
220 The Scope of Work, interim recommendations, and Annual Report are all submitted to the Board
221 through the Superintendent.¶~~

~~222 ¶~~

~~223 The Board will review all recommendations. The Board will then make a decision on how it will
224 act on each recommendation. Possible actions include but are not limited to inclusion in the
225 budget direction, inclusion in the Board annual priorities, inclusion in recommendations for~~

226 ~~Strategic Plan revision, and deferring action. The Board decision will be provided back to the~~
227 ~~committee. Recommendations of the committees are advisory only. ¶~~

228 ¶

229 ~~All final decisions rest solely with the School Board.~~

230

231 **Bylaws**

232

233 Advisory committees must establish bylaws. The committee bylaws should be reviewed or
234 affirmed by each committee annually, and must be approved by the School Board every three
235 years, ~~or at least once during each School Board term.~~ Any changes to committee bylaws must
236 be approved by the Board.

237

238 **Continuity of Committee Knowledge**

239

240 As part of their annual Scope of Work advisory committees gain significant information and
241 knowledge. Due to the inherent nature of committees, it is essential this information is
242 documented by the committee so it can be made available to new committee members. The Clerk
243 of the Board works with each committee to establish a location where documentation can be
244 maintained in a manner consistent with FOIA.

245

246

247 **Removal**

248

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

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257 **School Board Advisory Committees**

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259 Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has
260 established the following standing advisory committees.

261 The School Board has established the following standing Advisory Committees:

- 262 ● Special Education Advisory Committee
- 263 ● Career and Technical Education Advisory Committee
- 264 ● School Health Advisory Board
- 265 ● ~~Advanced Academic Services Talented and Gifted~~ Advisory Committee
- 266 ● Budget Advisory Committee
- 267 ● Athletic Hall of Fame Advisory Committee.

268

269 ~~The Board appoints members to advisory committees for [x year terms; add any other~~
270 ~~appointment governance]~~

271

272 Each advisory committee recommends an annual Scope of Work based on the goals of the
273 Strategic Plan, including any requirements of law or regulation. The Board may approve or
274 revise the recommended Scope of Work.

275

276 Each advisory committee provides an annual report to the School Board, and may be asked to
277 provide additional interim updates. The format and schedule of the reports are established by
278 the Board Chair through the Board Clerk, with input from the advisory committee Chair,
279 Superintendent, and staff liaison. Report formats include but are not limited to Board Briefs,
280 presentations and Board meetings, and comments during the public comment period.¶

281 ¶

282 Additional details about committees are in Regulation BCE-R – Regulations of School Board
283 Advisory Committees

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- 286 Adopted: November 13, 2006
- 287 Amended: June 18, 2009
- 288 Amended: June 9, 2011
- 289 Amended: April 24, 2014
- 290 Amended: June 23, 2016
- 291 Affirmed: February 4, 2021

292

293 Legal Refs.: 20 U.S.C. §§ 5964, 6318.

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295 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214,
296 22.1-227, 22.1-275.1.

297

- 298 8 VAC 20-40-60.
- 299 8 VAC 20-81-230.
- 300 8 VAC 20-120-50.

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| 302 Cross Refs.: | BCE | School Board Committees |
| 303 | BCF-R | School Board Advisory Committee Regulations |
| 304 | BCFB | Bylaws for School Board Advisory Committees |
| 305 | BCFC | Roles of the Staff and Board Liaisons to Advisory
Committees |
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Emergency Response Plan |
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