

Date: March 22, 2018  
For ACTION \_\_\_X\_\_\_  
For INFORMATION \_\_\_\_\_  
Board Agenda: Yes x  
No \_\_\_\_\_

**FROM:** Jennifer Abbruzzese, Clerk of the Board & Policy Liaison

**THROUGH:** Lois F. Berlin, Ed.D., Interim Superintendent of Schools  
Joseph Makolandra, Chief Human Resources Officer  
Helen Lloyd, Director of Communications  
Elizabeth Hoover, Chief Technology Officer

**TO:** The Honorable Ramee Gentry, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Policy Revisions

**SUMMARY:**

**Best Practices/School Division-Initiated Policy Revisions:**

The following proposed policy revisions are driven by best practices and the changing needs of the school division and community. (Hyperlinks to the current policies are included for reference.) **Revisions presented at the March 8, 2018 School Board Meeting appear in blue.**

**[Policy BDB – Special School Board Meetings](#)**

Last reviewed in 2017, this policy has been updated to reflect the Board’s proposal, discussed at its February 6, 2018 Retreat, to increase the threshold for Board Members requesting a Special Called Meeting be held from two Board Members to a majority of the Board, who have individually submitted requests to the Chair. Alternately, Special Called Meetings could be initiated by the Board leadership. (Previously, the Board Chair alone could call a Special Meeting.) Under Va. Code, § 22.1-72, the Board may “hold special meetings when necessary. Each school board shall fix its own procedure for calling and holding any special meeting.”

**Feedback from the March 08, 2018 School Board Meeting appears in orange.**

**[Policy BDDE – Rules of Order and Bylaws](#)**

The School Board has expressed its desire to maximize the efficiency of its Board Meetings and Work Sessions. As part of that goal, the Board proposed at the above mentioned Retreat, to clarify:

- **At a Board Meeting**, a Board Member’s remarks on a **motion** should be kept to 3-5 minutes. When a topic is opened for **debate**, no Board Member shall speak more than twice in the same day on the same topic. In addition, no Board Member may speak a second time on a topic as long as any Board Member who desires to speak has not spoken to the topic.
- **At a Work Session**, a Board Member’s remarks on a **discussion item** should be kept to 3-5 minutes. When a topic is opened for **discussion**, no Board Member shall speak more than twice in the same day on the same topic **unless permitted by the Chair**. In addition, no Board Member may speak a second time on a topic as long as any Board Member who desires to speak has not spoken to the topic.

Policy BDDE has also been revised to clarify that during Board Meetings and Work Sessions, unless the Superintendent elects to have a staff member make a formal presentation or answer questions on a specific topic, Board Member questions and concerns will be directed to the Superintendent (or the Chair) for response.

Finally, this policy has been revised to require the Board to observe the most current edition of *Robert's Rules of Order*, instead of naming a specific edition.

#### [Regulation BDDH-R/KD-R: Procedures for Public Participation at Board Meetings](#)

Last reviewed in 2017, this regulation has been updated to reflect the Board's proposal, discussed at the above mentioned Retreat, to clarify that while the Board listens to public comment and public hearing presentations, it does not comment, deliberate or take action on them. Speakers may follow-up with individual Board Members on the topic of their comments at a later date. Previously, the regulations stated that a Board Member could address a speaker at the conclusion of the speaker's remarks. However, this did not reflect the Board's established practices.

In addition, the number of copies (of remarks or documentary support) to be provided to the Board Clerk by public comment speakers, for those who wish to do so, is being raised from 12 to 13, to include copies for the Board, Superintendent, Student Representatives, and the Clerk of the Board. (A hyperlink to [Policy BDDH/KD](#) is included for reference.)

#### DRAFT Policy GAAB – Telework

##### DRAFT GAAB-R – Telework Regulations

This new policy is being proposed to reflect the realities of working in the digital age, and to reflect that in certain limited circumstances, it is practical, efficient, and in the school division's best interests to allow authorized employees to work from an alternate location. Such arrangements could be individually authorized by supervisors, according to the accompanying regulation's standards and procedures, if they would not negatively impact the school division.

**Feedback from the March 08, 2018 School Board Meeting appears in orange.**

#### **Statutory/Regulatory Policy Revisions:**

State and federal statutory and regulatory changes impact School Board policies. As part of the Board's continuing policy review, we recommend the following newly proposed policy and regulation.

#### DRAFT Policy KBH- Website Accessibility

##### DRAFT KBH-R- Website Accessibility Regulations

This new Board policy and regulation are being proposed to comply with the higher accessibility standards for government websites that were expected to become effective in January 2018, and to demonstrate ACPS' commitment to maintaining a website that is accessible to all, including people with disabilities. Under Policy KBH and Regulation KBH-R, content posted on the ACPS website will meet the new standards, unless in a particular situation doing so would not be feasible, or would otherwise impose an undue burden.

#### **BACKGROUND:**

The Code of Virginia § [22.1-253.13:7](#) requires that each local school board shall maintain and follow up-to-date policies, and that all policies shall be reviewed at least every five years and revised as needed. In addition, the Alexandria City School Board's Policy BF provides that policies will be reviewed at least every three years and revised as needed.

**RECOMMENDATION:**

The Superintendent recommends that the School Board approve the proposed policy revisions.

**IMPACT:**

By reviewing policies periodically, the School Board ensures that ACPS operations are aligned to support excellence and high performance.

**ATTACHMENTS:**

Proposed revisions to:

- Policies BDB, and BDDE
- Regulation BDDH-R/KD-R
- Draft Policies GAAB and KBH
- Draft Regulations GAAB-R and KBH-R

**CONTACT:**

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