

## 2018-2019 School Board Assignments

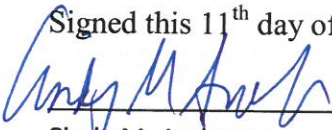
	School Assignments	Board Advisory Committees	City Council Liaison	Other Appointments
<b>Cindy Anderson</b>	George Mason Matthew Maury T.C. Williams	Budget (BAC)	Vice Mayor Justin Wilson	Legislative - VSBA Alternate Delegate Joint City Council/School Board School Naming
<b>Bill Campbell</b>	Cora Kelly Lyles-Crouch Mount Vernon	Athletic Hall of Fame (HOF)	Councilman John T. Chapman	Youth Sports Advisory Board Long Range Educational Facilities Plan
<b>Ronnie Campbell</b>	John Adams William Ramsay Chance for Change	Career & Technical Education (CTE)	Councilwoman Redella S. "Del" Pepper	Children, Youth and Families Collaborative Commission (CYFCC) Gang Prevention Community Task Force
<b>Hal Cardwell</b>		Talented and Gifted (TAGAC)	Councilman Willie F. Bailey	
<b>Ramee Gentry</b>	Jefferson-Houston Francis C. Hammond	Parent-Teacher Association Council (PTAC)	Mayor Allison Silberberg	Legislative - VSBA Delegate Joint City Council/School Board Long Range Educational Facilities Plan
<b>Karen Graf</b>			Councilman Timothy Lovain	Children, Youth and Families Collaborative Commission (CYFCC)
<b>Christopher Lewis</b>	Patrick Henry Samuel Tucker	School Health (SHAB)	Councilman Paul C. Smedberg	Commission on Information Technology
<b>Margaret Lorber</b>	James K. Polk Charles Barrett T.C. Satellite Chance for Change	Special Education (SEAC)	Councilman John T. Chapman	
<b>Veronica Nolan</b>	George Washington North VA Detention Home/ShelterCare		Councilman Paul C. Smedberg	Gang Prevention Community Task Force Study Council on Student Success

# Code of Ethics for Members of the Alexandria City School Board

1. Uphold the Constitution, laws and regulations of the United States, the Commonwealth of Virginia and the City of Alexandria.
2. Put loyalty to the welfare of the children and to the School Division as a whole above loyalty to individuals, voting districts, particular schools or other special interest groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Recommend and support policies and programs that support and protect the human rights of all members of the school community.
6. Ensure the integrity of the actions of the School Board by avoiding granting special favors or unfair privileges to anyone or any entity.
7. Engage in no business with the City government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
8. Never use any information gained confidentially in the performance of Board duties as a means of making private profit or gaining personal advantage of any kind.
9. Report through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
10. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act using closed meetings only to deal with sensitive personnel, student, legal or contractual problems as provided by the Code of Virginia.
11. Ensure that when responding to the media, or in communication with others, a clear distinction is made between personal opinion or belief and a decision made by the School Board.
12. Review orally and in public session at the annual organizational meeting each of these principles and abide by them as a Board Member.

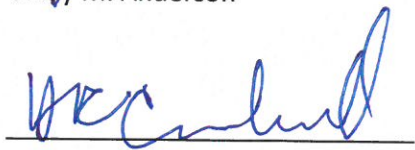
Whenever a Board Member believes that another has violated the Code of Ethics or [Standards of Conduct](#), it is incumbent on him or her to bring the issue to the person first, then to the Board Chair, who shall immediately investigate the allegation, and if substantiated and not resolved with the individual Member, bring the issue to the full Board in closed meeting.

Signed this 11<sup>th</sup> day of January, 2018


  
Cindy M. Anderson

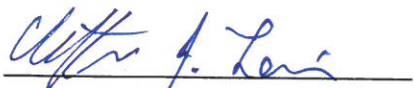
  
Ronnie Campbell

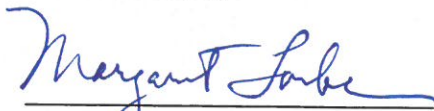
  
William Campbell


  
Henry E. Cardwell

  
Ramee A. Gentry

  
Karen A. Graf

  
Christopher J. Lewis

  
Margaret Lorber

  
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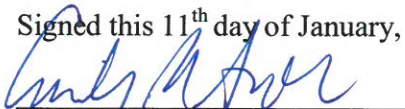


## Standards of Conduct for Members of the Alexandria City School Board

1. Avoid, during public meetings and during the performance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
2. Pay taxes due to the City, state, or national government and file all appropriate forms as required by law.
3. Unless excused for good cause, attend all meetings of the Board or committees to which he or she has been assigned.
4. Carry out the liaison responsibilities assigned by the Board to the fullest extent practicable, including maintaining open lines of communication and fully and fairly representing the issues and concerns of the Board: (1) to the liaison organization and (2) of the liaison organization to the Board.
5. Make a conscientious effort to be well prepared for each meeting.
6. Diligently exercise the Board's oversight role, questioning where appropriate but avoiding personal attacks.
7. Work to create a positive environment in all meetings and contacts where the community, staff and fellow Board Members will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all colleagues during all discussions and deliberations.
9. Be guided by the principle that an individual Board Member has no authority by him or herself; all precautions must be taken in communications both public and private to ensure an understanding that an individual Board Member is expressing only his or her individual opinion.
10. Be respectful, attentive and concise.

Whenever a Board Member believes that another has violated the [Code of Ethics](#) or Standards of Conduct, it is incumbent on him or her to bring the issue to the person first, then to the Board Chair, who shall immediately investigate the allegation, and if substantiated and not resolved with the individual Member, bring the issue to the full Board in closed meeting.

Signed this 11<sup>th</sup> day of January, 2018



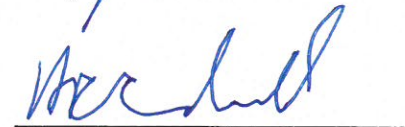
Cindy M. Anderson



Ronnie Campbell



William Campbell



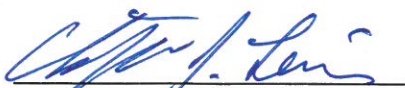
Henry E. Cardwell



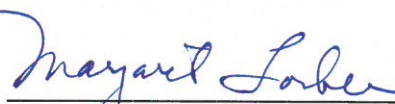
Ramee Gentry



Karen A. Graf



Christopher J. Lewis



Margaret Lorber



Veronica R. Nolan



## **SCHOOL BOARD OPERATING PROCEDURES**

The Alexandria City School Board strives to ensure that ALL students reach their highest academic potential, and that they are prepared for citizenship, higher education and the workforce. To accomplish this goal, the Board will make policy, budget and leadership decisions that are aligned with its Vision and Strategic Plan; and will actively and transparently communicate with and involve stakeholders.

The School Board is a nine-member elected body whose primary responsibilities are to adopt and oversee capital and operating budgets annually, to formulate and adopt policy, to select a Superintendent to implement policy, and to evaluate the results. (Policy BBA) The City is divided into three voting districts, and three School Board Members are elected from each district. School Board Members represent all staff and students. Each member is elected concurrently for a three-year term of office. The School Board is committed to process-driven governance. Staff members facilitate the process and make recommendations, with oversight and decision-making authority retained by the School Board.

The School Board Operating Procedures are intended to guide and assist the Board in the conduct of its business. The procedures are not intended to take precedence over School Board or school division policy.

The School Board will observe parliamentary procedures in accordance with *Robert's Rules of Order, Revised*.

### **ROLE AND AUTHORITY OF SCHOOL BOARD MEMBERS AND/OR SCHOOL BOARD OFFICERS**

- School Board Members are authorized to act on behalf of the school division at duly called School Board Meetings. School Board Members are not authorized to act on behalf of the Board or school division outside of a School Board Meeting without action by the School Board. (Policy BCE)
- A School Board Member may not direct employees regarding the performance of duties. (Policy CBA)

### **TYPES OF SCHOOL BOARD MEETINGS**

- Regular – Meetings held to conduct the regular order of business. The School Board meets twice per month on Thursdays at a time and location announced at least three business days prior to the meeting, as required by law and Policy BDA. All School Board Meetings are open to the public, except as otherwise provided by law. They can

be viewed live on television (channel 71), or online at <http://www.acps.k12.va.us/board/meetings/>.

- Work Sessions – Meetings typically called to review and discuss upcoming agenda items in-depth. Action is not taken. They are held at the discretion of the School Board Leadership in collaboration with the Superintendent, or on request by the majority of the School Board Members, who have notified the Chair.
- Special Called – Meetings for special purposes such as School Board retreats, in-depth topics, to address short-notice action items, or when necessary. They are held at the discretion of the Board Leadership, or when a majority of Board Members submit individual requests to the Chair to call a meeting. Special Called Board Meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. (Policy BDB)
- Emergency – Meetings held in consultation with the Superintendent, School Board Chair, or the Vice Chair in the absence of the Chair, when it is determined that an emergency or urgent public necessity for the meeting exists. Notice, reasonable under the circumstance, of emergency meetings shall be given contemporaneously with the notice provided to the Board. (Va. Code §22.1-72 and Policy BDB)
- As defined in the Virginia Freedom of Information Act, a meeting is comprised of three or more School Board members gathering (in person or by electronic means) for the purpose of receiving or discussion of information regarding school business. Notice of all School Board Meetings is posted on the “School Board Meetings” section of the ACPS website. In addition, any gathering whose purpose is not to discuss School Board business, but to which three or more School Board Members are invited, will be posted on the “Events to Which Three or More Board Members May Have Been Invited” section of the ACPS website.

## **DEVELOPING THE SCHOOL BOARD MEETING AGENDA**

- Placing an item on the agenda:
  1. The School Board Chair (or Vice Chair in the Chair’s absence), in consultation with the Superintendent, develop the agenda. (Policy BDDC)
  2. School Board Members submit requests to the Chair in advance for items to be placed on an agenda. (Policy BDDC)
  3. In accordance with *Roberts’ Rules of Order, Revised*, any Member may move, prior to the agenda adoption vote being taken, that an item be added to that Meeting’s agenda. A vote will then be held on the motion. It is appropriate to notify the Chair and other Board Members prior to start of the Meeting of any agenda additions being proposed. (Policy BDDE)
  4. If a majority of School Board Members request that an item be placed on an agenda, either in advance to the Chair or through a majority vote of those present at a meeting, it must be placed on the agenda.

5. A Board Member, other than the Chair, may request an item be considered in a Closed Meeting provided that the request is brought to the Chair prior to the convening of the public meeting preceding the Closed Meeting. (Policy BDDE)
6. The Chair shall, with the consent of the Board, have the latitude to reorder the agenda at any specific meeting to accommodate specific circumstances. (Policy BDE)

In accordance with the Virginia Freedom of Information Act, Regular School Board Meeting agendas and any supporting meeting materials must be posted at least three working days in advance for public viewing. For Special Called and Emergency Meetings, notice, reasonable under the circumstances, is required. For all Meetings, notice to the public is given contemporaneously with the notice provided to members of the School Board. (Policies BDB, BDDA and BDDC)

- Use of Consent Calendar:

For items listed under the Consent agenda, the School Board has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items on the consent agenda shall be acted on by one vote without being discussed separately, unless requested by a School Board member, in which case the item shall immediately be withdrawn from the Consent agenda for individual consideration.

Items that can be included on the consent agenda are:

1. Routine items;
2. Budget amendments;
3. Gifts, donations and bequests (in accordance with Policy KH);
4. Financial information and monthly reports;
5. Minutes of School Board Meetings;
6. Updates of School Board policy;
7. Monthly personnel actions;
8. Advisory Committee documents and applications; and
9. Other items deemed appropriate by the School Board Chair and Superintendent.

## **SCHOOL BOARD MEMBER CONDUCT DURING REGULAR AND SPECIAL CALLED SCHOOL BOARD MEETINGS**

### **Open Forum (Public Participation):**

- School Board Meetings are held in public to facilitate public understanding and transparency, not for the purpose of public participation. Persons wanting to address the School Board regarding the operation of the school division have the opportunity to do so during the public comments portion of Regular Board Meetings or at public hearings, by signing up with the Clerk of the Board prior to the start of the meeting. Although not required by law, the School Board welcomes comments from the public as appropriate. (Policy BDDH)

School Board Members listen to Public Comment and Public Hearing presentations, but do 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. (Regulation BDDH-R)

- The School Board Chair may limit duplicate or cumulative testimony/presentations. (Regulation BDDH-R)
- The School Board Chair may direct the Superintendent to investigate item(s) and report back to School Board Members at a subsequent meeting.

#### **Discussion of employee performance at School Board Meetings:**

- The School Board shall not hear public comments or complaints regarding individual students, student disciplinary matters that are the subject of due process proceedings, matters involving pending employee grievance proceedings or administrative hearings, or matters involving pending litigation. (Regulation BDDH-R)

#### **Discussion of motions: (Policy BDDE)**

- All discussions shall be directed solely to the business currently under deliberation.
- The School Board Chair has the responsibility to maintain discussion to the motion at hand and shall halt discussion that does not apply to the business before the School Board.
- Remarks should be kept to a reasonable length (3-5 minutes). As outlined in *Robert's Rules of Order*, when a topic is opened for debate, no member shall speak more than twice in the same day on the same topic. In addition, no member may speak a second time on a topic as long as any member who desires to speak has not spoken to the topic.
- The School Board Chair shall recognize a non-School Board Member prior to that person entering the discussion.

#### **VOTING**

- School Board Members are expected to vote on matters when action is requested at a duly called School Board meeting.
- The School Board Chair will vote on all agenda items for which action is required. (Policy BCB)
- In the event of a tie vote, the motion is defeated. However, if there is a tie vote when all members are not present, the question shall be passed by until the next

meeting, when it shall again be voted upon even though all members are not present. (Policy BDDF)

- Abstention from voting is appropriate when a conflict of interest has been identified. (Policy BBFA)

## **SCHOOL BOARD MEMBER CONDUCT DURING WORK SESSIONS**

### **Discussion items:**

- All discussions shall be directed solely to the business currently under deliberation.
- The School Board Chair has the responsibility to maintain discussion to the item at hand and shall halt discussion that does not apply to the business before the School Board.
- Remarks should be kept to a reasonable length (3-5 minutes). As outlined in *Robert's Rules of Order*, when a topic is opened for discussion, no member shall speak more than twice in the same day on the same topic unless permitted by the Chair. In addition, no member may speak a second time on a topic as long as any member who desires to speak has not spoken to the topic.
- The School Board Chair shall recognize a non-School Board Member prior to that person entering the discussion.

## **ROLE OF SCHOOL BOARD IN CLOSED SESSION (POLICY BDC)**

- The School Board can discuss only those items listed on the agenda as limited by law.
- School Board action/voting must occur in open session.
- Information discussed during closed session shall remain confidential.

## **ELECTRONIC PARTICIPATION IN SCHOOL BOARD MEETINGS AND WORK SESSIONS**

For a Board Member to participate electronically in a Board Meeting:

- A quorum must be physically assembled (unless a state of emergency has been declared).
- The Member must notify the Chair on or before the day of the meeting and identify the specific matter preventing attendance.
- The Board must approve the request by a majority vote of those physically present at the meeting.



- Electronic participation may not exceed two Board Meetings per calendar year unless due to a temporary or permanent disability or other medical condition.
- Once a Board Member’s electronic participation has been approved, the Member may fully participate, including voting on any remaining action items during the meeting. (Policy BDD)

## **SCHOOL BOARD OFFICER SELECTION**

The School Board elects a Chair and Vice Chair annually. Elections are held at the Organizational Board Meeting each January. (Policy BCB) The first order of business at the Organizational Board Meeting is the election of the School Board Chair. After the current Chair calls the meeting to order, the Superintendent presides until the new Chair is elected. The new Chair then assumes office and presides over the remainder of the meeting. (Policy BCA)

- On recommendation of the Superintendent, the Clerk, Deputy Clerk, and Superintendent’s Designees are appointed annually by the Board at its Organizational Board Meeting. (Policy BCC)
- If a School Board Officer vacancy occurs, the School Board will fill the vacancy by election at the next Regular or Special Called Board Meeting.
- Role of the School Board Chair: (Policy BCB)
  1. Shall preside at all School Board meetings;
  2. Shall call Special Meetings;
  3. Shall sign all legal documents required by law or School Board policy; and
  4. Shall perform other duties as may be prescribed by law or action of the School Board.
- Role of the School Board Vice-Chair: (Policy BCB)
  1. Shall act in the capacity of Chair in the absence of the Chair.

## **TRANSITIONING NEW SCHOOL BOARD MEMBERS (POLICY BHB)**

New School Board members will transition to the position through training provided by the School Board Leadership and/or administration to include:

- An orientation that provides an overview of the school division and introduces the School Board Member to key staff;
- A copy of the School Board Operating Procedures;

- An online link to *Robert's Rules of Order* and other documentation that may assist in the parliamentary procedures of the School Board; and
- An email account and other assigned supplies (computer, iPad, etc.).

### **SCHOOL BOARD MEMBER REQUESTS FOR INFORMATION OR REPORTS**

- The School Board as an entity may request information at a School Board Meeting, which will be made available for all School Board members to review upon receipt.
- A single School Board Member may request certain information and/or reports that are in existence and available. The information and/or report will be made available for all School Board members to review.
- A single School Board Member may request certain information and/or reports to be generated if he/she can demonstrate that the request has the support of the majority of the School Board. The generated information and/or report will be made available for all School Board Members to review.
- An online portal of ACPS information and reports is available to School Board Members and should be the first point of contact to find desired data.
- Advisory Committee guidance is found in Policies BCE, BCF, BCFB and BCFC, and Regulation BCF-R. Advisory Committee membership and procedural information, as well as annual reports, scopes of work and bylaws are located on the "School Board Advisory Committees" section of the ACPS website

### **SCHOOL BOARD MEMBER VISITS WITH THE SUPERINTENDENT**

- School Board Members and the Superintendent are encouraged to maintain a professional relationship.
- The Superintendent will schedule a one-on-one meeting with each School Board Member on a quarterly basis.
- School Board Members may schedule a telephone call or additional visit to discuss an item on an upcoming School Board Meeting agenda.

### **SCHOOL BOARD MEMBER MEETING PREPARATION**

- The Superintendent and staff will supply appropriate supporting information required for informed decision-making to each School Board Member in the School Board Meeting agenda packet.
- School Board Members will make a conscientious effort to be well prepared for each meeting. (Standards of Conduct for Members of the Alexandria City School Board)

- School Board Members will contact the Superintendent as far in advance as possible of a School Board meeting, with any questions regarding the agenda, documentation or action items so staff will have adequate time to respond.

### **SCHOOL BOARD MEMBER VISITS TO SCHOOL CAMPUS**

- School Board Members are encouraged to attend school activities when possible, and to visit schools periodically to maintain contact with building employees and increase understanding of actual educational practices. (Policy KK)
- As a courtesy, School Board Members shall attempt to notify the principal or main office of visits to campuses in advance, even if attending a scheduled activity or attending to a parental duty. Upon arrival at the campus, School Board members must check in at the main office during the school day. (Policy KK)
- After checking in, School Board Members shall not go unannounced into a classroom unless attending a scheduled activity or attending to a parental duty.

### **COMMUNICATIONS**

- The Superintendent (or designee) will communicate with all School Board Members via telephone, e-mail, or personal visits.
- School Board Members will keep the Superintendent informed via mail, e-mail, telephone and/or personal visits as appropriate.
- The Superintendent will meet with the School Board Chair on a routine basis to set the agenda. (Policy CBA)
- The Superintendent (or designee) will communicate information in a timely manner to School Board Members. (Policy CBA)
- Individual School Board Members shall not speak in an official capacity outside the Boardroom without specific authority from the School Board. (Policy BCE)

### **School Board Communication with Administration and Staff**

- Individual School Board members shall avoid communicating directly with subordinate administrators without first discussing with the Superintendent. (Policies BG and CBA)
- Subordinate administrators wishing to communicate with individual School Board Members about Division business should go through the Superintendent or involve the Superintendent.
- In addition, the School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The School Board welcomes the

viewpoints of employees, and it shall allow time at its meetings for employees to be heard. (Policy BG)

### **School Board Communication with Community Members, Parents and Constituencies**

- Attendance and involvement with school division activities, community meetings and other constituency interaction is encouraged. (Standards of Conduct for Members of the Alexandria City School Board, Policies KA and KC)
- School Board Members shall notify the ACPS Clerk when participating on behalf of the School Board at a community event. This includes campus visits, speaking engagements, community forums and other public involvement. When at least three Board Members may be attending an event, it will be posted on the ACPS website.

### **School Board Communication with Alexandria City Council**

- The Chair will designate a City Council Member contact for each School Board Member, accommodating the request of the Board Member whenever possible. (Standards of Conduct for Members of the Alexandria City School Board)
- School Board Members should maintain consistent communication with City Council Members. To this end, talking points will be developed by ACPS staff for Board Members to use in their conversations with Council.
- Concerns of City Council Members received by School Board Members will be submitted to the Superintendent, Chair and Vice Chair.
- Written communication from the City Council or City Council Members will be directed to the Chair, who will then disseminate it to the Superintendent and School Board Members.
- School Board Members will positively and actively promote the financial needs of the Division to City Council Members.
- Regularly scheduled meetings will be conducted between the School Board and City Council.

### **School Board Email and Social Media (Policies EGAA, GAB and GAC)**

- Email is a communication tool and School Board Members are obligated to use this tool in a responsible, effective and lawful manner.
- ACPS may be held liable for sending or forwarding email that is libelous, defamatory, offensive, racist or obscene.

- ACPS may be held liable for sending or forwarding confidential information, information in which you are not the author, or for copyright infringement.
- When using the ACPS email system, all email is subject to the Freedom of Information Act (FOIA) unless covered by an exemption determined by law.
- Email complaints sent to the entire Board will be responded to by the Superintendent or Board Chair, as appropriate.

### **SCHOOL BOARD MEMBER CONCERNS REGARDING EMPLOYEE PERFORMANCE OTHER THAN THE SUPERINTENDENT**

- When a School Board Member becomes concerned about the performance of Division employees, he/she shall bring his/her concerns directly to the Superintendent and School Board Chair. (Policy CBA and Code of Ethics for Members of the Alexandria City School Board) Such concerns may include:
  1. Actions which are illegal;
  2. Violations of School Board or ACPS policy;
  3. Actions which are harmful to the School Board of school division's reputation; and
  4. Issues of safety.
- School Board Members are not responsible for overseeing personnel other than the Superintendent. (Policy CBB)

### **COMMUNITY MEMBER OR PARENT REQUESTS/COMPLAINTS TO INDIVIDUAL SCHOOL BOARD MEMBERS**

- When receiving requests or complaints from members of the public, School Board Members should:
  1. Hear the problem for a full understanding of the persons involved, date and place;
  2. Repeat the problem back to the community member;
  3. Refer the community member to the Superintendent or appropriate staff member and review the complaint protocol as outlined by the school division; (Exhibit A)
  4. Remind the community member of due process and that the School Board Member must remain impartial in the event that the situation may come before the School Board; and
  5. Request permission to share the information and to use the name(s) of the complainant with the Superintendent.
- The Superintendent will notify the entire School Board, if appropriate, as to the issue, action and resolution.



## **EMPLOYEE REQUESTS/COMPLAINTS TO INDIVIDUAL SCHOOL BOARD MEMBERS**

- When receiving requests or complaints from employees, School Board Members should:
  1. Listen to the employee's problem for a full understanding of the persons involved, date and place;
  2. Repeat the problem back to the employee;
  3. Explain the school division protocol and chain of command; and
  4. Request permission to share the information and to use the name(s) of the complainant with the Superintendent.
- The Superintendent will notify the entire School Board, if appropriate, as to the issue, action and resolution.

## **MEDIA INQUIRIES TO THE SCHOOL BOARD**

- The School Board Chair shall be the official spokesperson for the School Board on issues such as: (Policy KBC)
  1. Board agendas;
  2. Board action;
  3. Official Board positions; and
  4. Emergencies/Crises
- School Board Members who receive calls from the media/press regarding school division operations and not the Board Member's personal position on an issue, should direct the caller to the Chair, and notify the Superintendent and Director of Communications of the call. Examples of school division operations include: (Policy KBC)
  1. Personnel;
  2. Student matters;
  3. School Programs; and
  4. Exceptional/emergency events, including school openings and closures.
- School Board Members may respond to questions related to their personal position on an issue but must clearly indicate they are speaking for themselves. Examples of personal position issues include:
  1. The Board Member's vote on a particular motion;
  2. The Board Member's campaign positions; and
  3. Current events.

In addition, Board Members should notify the Board leadership of the communication. As a courtesy, the Board leadership will notify the Superintendent and the Director of Communications. (Code of Ethics and Standards of Conduct for Members of the Alexandria City School Board)

## **SCHOOL BOARD LIAISON ASSIGNMENTS (POLICY BCFC)**

- School Board Members are assigned by the Chair to serve as Board Liaisons to individual schools, advisory committees and City Council, as well as to various community groups, boards and commissions.
- Board Liaisons shall regularly communicate current information disseminated by the Division.
- Board Liaisons shall report information regarding campus issues to the Superintendent when appropriate.

## **EVALUATION OF THE SCHOOL BOARD (POLICY AFA)**

- The Superintendent and the School Board function as a team.
- The School Board will conduct a self-evaluation annually.
- The School Board shall be involved in the development of an instrument by which it will evaluate its performance.
- The evaluation instrument will be completed by individual School Board Members and the Superintendent confidentially, and be submitted to the School Board Chair or designee, for compilation of the results.
- The School Board shall meet, with a quorum present, to review and discuss the results.
- Upon completion, the School Board shall consider revisions or strategies based on the results.

## **EVALUATION OF SUPERINTENDENT (POLICY CBG)**

- An evaluation instrument shall be developed in compliance with the Code of Virginia, §22.1-60.1.
- Each School Board Member completes the evaluation instrument and submits it to the School Board Chair.
- The Superintendent's evaluation is conducted by Board consensus in closed session.
- The Superintendent's evaluation should be conducted annually.

**REVIEWING SCHOOL BOARD OPERATING PROCEDURES**

The following documents will be reviewed and updated annually by the School Board:

- Standards of Conduct;
- Code of Ethics;
- Rules of Order and Bylaws; and School Board Operating Procedures

**BOARD MEMBER ACCOUNTABILITY REGARDING SCHOOL BOARD OPERATING PROCEDURES**

Whenever a Board Member believes that another has violated the School Board Operating Procedures, it is incumbent on him or her to bring the issue to the Member first, then to the Board Chair, who shall immediately investigate the allegation, and if substantiated and not resolved with the individual Member, bring the issue to the full Board in closed meeting.

Signed this 22<sup>nd</sup> day of March, 2018:

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Cindy M. Anderson

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Ronnie Campbell

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William Campbell

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Henry E. Cardwell

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Ramee A. Gentry

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Karen A. Graf

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Christopher J. Lewis

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Margaret Lorber

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Veronica R. Nolan



## School Board Policies

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

School Board [Policy BFC: Policy Adoption](#), states that:

It is the responsibility of the School Board to adopt policies for governing the school division. The power to enact policy cannot be delegated to an employee or agent such as the Superintendent or a single member of the School Board.

**Policy is a basic statement of the intent of the School Board which creates rights and responsibilities for the conduct of the school division's business. Being of a dynamic nature, policies are subject to revision by the School Board.**

**Regulation is the manner or method of implementation of policy by the Superintendent and staff, subject to change as conditions and/or circumstances may dictate.**

Policies shall be developed and presented to the Board evidencing the consideration given to the views of the division's community. The final authority for adoption rests solely with the School Board.

When a proposed action of the School Board, initiated either by a Board Member or the administration affects existing School Board policies, the existing policy and regulation, if any, shall be referenced so that the effect of the new action will be clear.

Unless otherwise provided, when policies are adopted, altered or replaced, the new or revised policy shall become effective upon adoption.

All regulations for implementation of the policies shall be developed by or through the Superintendent. They shall be presented to the School Board as information items, unless the School Board informs the Superintendent that it wants to act on a specified regulation.

Where changes in policy and/or regulations are made, these shall be prepared and distributed to all concerned for insertion into the policy and/or regulations manual so that the action of the School Board may be implemented as soon as possible.

**Policy BF: Policy Manual, states that:**

The School Board is guided by written policies that are readily accessible to the Board, Division employees, students, parents, and community members. The Division manual will be reviewed at least every five years and revised as needed.

School Board policies are organized according to the classification system developed by the Virginia School Boards Association. The system provides an efficient means of coding, filing, and finding policies and regulations.

There are 12 major classifications, each bearing an alphabetical code:

- [A: Foundations and Basic Commitments](#)
- [B: Board Governance and Operations](#)
- [C: General School Administration](#)
- [D: Fiscal Management](#)
- [E: Support Services](#)
- [F: Facilities Development](#)
- [G: Personnel](#)
- H: Negotiations (reserved)
- [I: Instructional Program](#)
- [J: Students](#)
- [K: School-Community Relations](#)
- [L: Education Agency Relations](#)

In Fall 2018, the School Board began translating its policies into Spanish, Arabic and Amharic. This will be an ongoing, multi-year effort.

For questions regarding School Board policies, please contact Jennifer Abbruzzese at 703-619-8314 or [policy@acps.k12.va.us](mailto:policy@acps.k12.va.us).



## SCHOOL BOARD POWERS AND DUTIES

The School Board:

1. Adopts policy to provide for the day-to-day supervision of schools;
2. Sees that the school laws are properly explained, enforced, and observed;
3. Secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
4. Cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and non-instructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
5. Provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
6. Operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching, and the government to be employed in the schools;
7. Performs such other duties as shall be prescribed by the State Board of Education or are imposed by law;
8. Obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all non-instructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken;
9. Surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System; and
10. Ensures that public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or re-registration of any sex offender within the school division pursuant to Va. Code § [9.1-914](#).

Adopted: October 24, 1996  
Amended: July 10, 1997  
Amended: April 6, 2006  
Amended: September 20, 2007  
Amended: April 24, 2014  
Amended: April 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-79

Cross Ref.: AF Comprehensive Plan  
KN Sex Offender Registry Notification

## BOARD MEMBER AUTHORITY

The Alexandria City School Board is a body corporate, and in its corporate capacity is vested with all the powers and charged with all the duties, obligations, and responsibilities imposed upon School Boards by law and may sue, be sued, contract, be contracted with, and purchase, take, hold, lease and convey school property, both real and personal. School Board members shall have no authority or duties except such as may be assigned to them by the School Board as a whole.

Adopted: October 24, 1996

Amended: December 19, 2013

Affirmed: April 30, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § [22.1-71](#).

Cross Ref.: AA School Division Legal Status  
BB School Board Legal Status

**CLOSED MEETINGS**

- A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:
1. Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during closed meetings in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board. The School Board may not, however, discuss the compensation of Board members in closed session.
  2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Alexandria City school division. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the School Board.
  3. Discussion or consideration of the acquisition of real property for public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
  4. The protection of the privacy of individuals in personal matters not related to public business.
  5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the School Board would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board. For purposes of this subsection, “probable litigation” means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.
9. Discussion or consideration of honorary degrees or special awards.
10. Discussion or consideration of tests or examinations or other information used, administered or prepared by a public body and subject to the exclusion in subdivision 4 of Va. Code § 2.2-3705.1.
11. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
12. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of Va. Code § 2.2-3705.5.



13. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 3 or 4 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any government facility, building or structure, or the safety of persons using such facility, building or structure.
  14. Discussion or consideration of information subject to the exclusion in subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review the information and advise the School Board concerning such information.
  15. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.
- B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
  - C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting. The attendance of these individuals does not alter the status of such meeting as a closed meeting for purposes of FOIA.
  - D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee,

subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting. The attendance of these individuals does not alter the status of such meeting as a closed meeting for purposes of FOIA.

Adopted: October 24, 1996  
Amended: September 9, 1999  
Amended: July 12, 2001  
Amended: March 21, 2002  
Amended: October 7, 2004  
Amended: February 5, 2009  
Amended: April 24, 2014  
Amended: December 15, 2016  
Amended: October 12, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§, 2.2-3711, 2.2-3712

Cross Refs.: BCE School Board Committees  
BCEA Disciplinary Committee  
BCF Advisory Committees to the School Board  
BDCA Calling and Certification of Closed Meetings  
BDDA Notification of School Board Meetings  
BDDG Minutes

## CALLING AND CERTIFICATION OF CLOSED MEETINGS

A. No closed meetings shall be held by the School Board or any committee thereof unless the School Board or committee has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in Va. Code § 2.2-3711.A or other provision of law and (iii) cites the applicable exemption or exemptions from open meeting requirements provided in the Virginia Freedom of Information Act or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of the Virginia Freedom of Information Act or authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The School Board, or committee thereof, in holding a closed meeting, shall restrict its discussion of matters during the closed meeting only to those purposes specifically exempted under the Virginia Freedom of Information Act and identified in the motion required in subsection A, above.

C. At the conclusion of any closed meeting, the School Board or committee thereof shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Board or committee who believes that there was a departure from the requirements of subdivisions (i) and (ii) above, shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the meeting.

D. Failure of the certification required by subsection C, above, to receive the affirmative vote of a majority of the members present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with these provisions. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the Virginia Freedom of Information Act.

E. Except as specifically authorized by law, in no event may the School Board or committee thereof take action on matters discussed in any closed meeting, except at an open meeting for which notice was given pursuant to Va. Code §2.2-3707.

Adopted: October 24, 1996  
Amended: September 9, 1999  
Amended: April 3, 2003  
Amended: April 24, 2014  
Amended: October 12, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3712.

Cross Refs: BCE School Board Committees  
BCEA Disciplinary Committee  
BCF Advisory Committees to the School Board  
BDC Closed Meetings  
BDDA Notification of School Board Meetings  
BDDG Minutes

## PUBLIC COMPLAINTS

For complaints involving a particular school, it shall be encouraged that a first step will be to talk with the staff member responsible for the program within the school. If a satisfactory adjustment is not achieved by such a procedure, or the person making the complaint is not comfortable talking with the staff member, he/she should communicate with the administrator having overall responsibility. If the complaint cannot be resolved in a reasonable amount of time with the principal, it shall be referred to the Superintendent or designee. If the Superintendent or designee and the person making the complaint cannot reach a satisfactory solution, the person making the complaint may direct the concern to the School Board in writing or may be heard during public comments at a regular Board Meeting.

Any parent, custodian, or legal guardian of a student attending Alexandria City Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

Students who have reached the age of majority may also seek judicial review if aggrieved by a Board action.

Adopted: November 21, 1996

Amended: October 5, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1- 87, 22.1-253.13:7

Cross Ref.:	GB	Equal Employment Opportunity/Non-Discrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBLA	Third Party Complaints Against Employees
	JB	Equal Educational Opportunities/Nondiscrimination