

## BOARD MEMO

Date: May 23, 2024  
For ACTION x  
For INFORMATION   

**FROM:** Ad Hoc School Board Advisory Support Committee

**TO:** The Honorable Dr. Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Ad Hoc Committee Update

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 1: Systemic Alignment

Goal 2: Instructional Excellence

Goal 3: Student Accessibility and Support

Goal 4: Strategic Resource Allocation

Goal 5: Family and Community Engagement

**SY 2022-2023 FOCUS AREA:**

Strategic Plan Implementation

**FY 2023 BUDGET PRIORITY:**

Systemic Alignment

Family and Community Engagement

**SUMMARY**

In March 2021, the Ad Hoc School Board Advisory Support Committee (“Ad Hoc Committee”) was formed to evaluate and strengthen the relationship between the School Board and its advisory committees. The Ad Hoc Committee reconvened last spring to continue its work reviewing the policies governing the Board’s advisory committees. The purpose of this memo is to provide an update to the Board on the committee’s work and proposed direction.

Through the review of advisory committee policies and structures, the Ad Hoc Committee discovered the need to review internal Board governance structures to support effectiveness and efficiency. The committee engaged in reflection and analysis

of current Board functioning and reviewed best practices for Boards. The committee also conducted listening sessions with the current Board Advisory Committee Chairs, developed draft documents, and adjusted the drafts. As a result, the Ad Hoc Committee would like to recommend the following:

- Reorganize the policies around key functions:
  - Board committees (Policy BCE)
  - Advisory committees (Policy BCF)
- Establish a standard procedure around advisory committee recommendations, including an annual calendar
- Refine the process for advisory committee members appointments, including a RACI matrix
- Create a Board Manual
- Expand the concept of the Policy Subcommittee to other core Board functions:
  - Budget
  - Strategy
  - Board Operations

These revisions were presented for information and draft versions of the documents were discussed at the May 2<sup>nd</sup> 2024 Board Meeting. The policies proposed for adoption.

## **BACKGROUND**

The School Board appoints parents, students, staff, and community members to its advisory committees to provide stakeholder input and expertise on school division policies and operations. The Board currently has six advisory committees: Athletic Hall of Fame, Budget Advisory Committee, Career and Technical Education, Talented and Gifted, School Health Advisory Board, and the Special Education Advisory Committee. Each advisory committee meets throughout the school year and provides a Scope of Work and Annual Report.

The School Board established the Ad Hoc School Board Advisory Support Committee in 2021 in an effort to assess the processes, goals and support required by its advisory committees to keep them functioning and thriving. The Ad Hoc Committee presented its recommendations to the School Board on December 16, 2021, which included a proposal to reconstitute the Ad Hoc Committee in 2022 to review the policies governing

Board advisory committees. On February 10, 2022 the Board appointed Abdel-Rahman Elnoubi, Michelle Rief and Ashley Simpson Baird to the Ad Hoc Committee.

**RECOMMENDATION:**

The Ad Hoc School Board Advisory Support Committee recommends that the School Board reviews all of the documents and approves the changes to the policies.

**IMPACT:**

The recommendations of the Ad Hoc School Board Advisory Support Committee will improve collaboration between the School Board and its advisory committees, as well as overall Board effectiveness and efficiency.

**ATTACHMENTS:**

- 240523\_Annual Calendar.pdf
- 240523\_Annual Report Template.pdf
- 240523\_Application Process RACI.pdf
- 240523\_Application Process.pdf
- 240523\_BCE - School Board Committees.pdf
- 240523\_BCF - Advisory Committees to the School Board.pdf
- 240523\_BCF-R - Regulations of Advisory Committees to the School Board.pdf
- 240523\_BCF-R2 - Regulations of Electronic Participation in Advisory Committees to the School Board.pdf
- 240523\_BCFB - Bylaws for School Board Advisory Committees.pdf
- 240523\_BCFC- Roles of the Staff and Board Liaisons to Advisory Committees.pdf
- 240523\_Presentation\_Committees

**REFERENCES:**

[December 16, 2021 Board Memo](#)

[February 10, 2022 Board Memo](#)

[June 15, 2023 Board Memo](#)

[May 2, 2024 Board Meeting](#)

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