

1 **SCHOOL BOARD ADVISORY COMMITTEE REGULATIONS**

2
3 **Appointment Process**

4
5 The Alexandria City School Board is responsible for the advisory committees and their
6 membership. Board and staff liaisons will assist the committees to actively recruit new members
7 when necessary. At a minimum, the Clerk of the Board and the Department of School and
8 Community Relations will publicize any committee vacancies on the Alexandria City Public
9 Schools website.

10
11 Applications will be reviewed by the advisory committee Chair or designee, the Board liaison, the
12 staff liaison and the Board Chair. Each applicant will be contacted by the advisory committee
13 Chair to attend at least one meeting or meet with the committee leadership before the application
14 is voted on by the Board. Applicants may be contacted by members of the Board or advisory
15 committee members to learn more about the applicant’s background and interest in the issues of a
16 particular committee.

17
18 After review, the Clerk of the Board will confirm all application criteria have been met and will
19 forward the recommended applicants to the Board for consideration at a scheduled Board meeting.

20
21 Applicants will be contacted no later than one week after the Board vote regarding the results of
22 the vote. Newly selected advisory committee members will be provided contact information for
23 the Advisory Committee Chair.

24
25 Applicants not selected have the option to request their application be kept active for up to six
26 months in the event there is committee opening.

27
28 The Board will act on committee membership applications within a timely manner.

29
30 **Meetings**

31
32 Advisory committees meet at least four times a year. Committees establish their annual meeting
33 schedule no later than the first meeting of each year. Committees must provide a copy of this
34 schedule to the Clerk of the Board, who publishes the schedule in accordance with the Virginia
35 Freedom of Information Act (FOIA) and provides a copy to the Department of School and
36 Community Relations.

37
38 Advisory committees, and their subcommittees, are considered “public bodies” under FOIA, and
39 as such are subject to FOIA’s “meeting” and notice requirements.

40
41 Any gathering (physical or virtual) of three or more members of the committee or subcommittee,
42 at which “public business” (current or likely future business of that body) is discussed among
43 members, is considered a “meeting” under FOIA. Social events are not meetings if “no part of the
44 purpose of the gathering is a transaction or discussion of matters of public business” and the
45 gathering is not prearranged for that purpose.

46 Meetings of the advisory committees and their workgroups are held in public, consistent with the
47 requirements of Virginia law.

48
49 Committee meetings are scheduled by the Advisory Committee Chair, who informs the Clerk of
50 the Board of such meetings at least five days prior to the meeting, to allow for public notice.

51
52 Written meeting minutes will be made public once approved by a quorum of the committee.

53
54 For all School Board committees, a quorum is required to take action. If a committee cannot secure
55 a quorum for three consecutive meetings, the Board and/or staff liaison shall communicate that to
56 the Clerk of the Board to update the Board Chair and Superintendent.

57
58 **Advisory Committee Charters**

59
60 **Special Education Advisory Committee (SEAC)**

61
62 SEAC's charter is established in accordance with 8 VAC 20-81-230. In accordance with the
63 Virginia Administrative Code, SEAC advises the Board through the Superintendent.

- 64
65 1. Membership
- 66 a. A majority of the committee shall be parents of children with disabilities or
 - 67 individuals with disabilities;
 - 68 b. The committee shall include one teacher, who will also be a voting member;
 - 69 and
 - 70 c. Additional school division personnel shall serve only as consultants to the
 - 71 committee.
- 72 2. The functions of the advisory committee shall be as follows:
- 73 a. Advise the school division of needs in the education of children with
 - 74 disabilities;
 - 75 b. Participate in the development of priorities and strategies for meeting the
 - 76 identified needs of children with disabilities;
 - 77 c. Submit periodic reports and recommendations regarding the education of
 - 78 children with disabilities to the Superintendent for transmission to the School
 - 79 Board; and
 - 80 d. Assist the school division in interpreting plans to the community for meeting
 - 81 the special needs of children with disabilities for educational services.
 - 82 e. Review the policies and procedures for the provision of special education and
 - 83 related services prior to submission to the School Board; and
 - 84 f. Participate in the review of the school division's annual Special Education Plan,
 - 85 prior to its approval by the School Board and submission to the Virginia
 - 86 Department of Education.
- 87
88 3. Public notice shall be published annually listing the names of committee members and
89 include a description of ways in which interested parties may express their views

90 to the committee.

- 91
92 4. Committee meetings shall be held at least four times in a school year and shall be open
93 to the public.

94
95 **Career and Technical Education (CTE) Advisory Committee**

96
97 CTE Advisory Committee’s charter is established in accordance with 8 VAC 20-120-50

98
99 The school division shall establish a general career and technical advisory committee to
100 provide advice to the School Board on current job needs and the relevancy of career
101 and technical programs offered and to assist in the development, implementation, and
102 evaluation of the local plan and application.

- 103
104 1. The committee shall be composed of members of the public, including students,
105 teachers, parents, and representatives from business, industry, and labor, with
106 appropriate representation of both sexes and the racial and ethnic groups found in
107 the school, community, or region served by the committee.
108 2. The committee shall meet at least four times in a school year to assist in the planning,
109 implementing, and assessing of career and technical education programs. All
110 committee meetings shall be open to the public.

111
112 **Advanced Academic Services Advisory Committee (AASAC)**

113
114 AACAC’s charter is established in accordance with 8 VAC 20-40-60.

115
116 The school division has established an Advanced Academic Services advisory committee
117 composed of parents, school personnel, and other community members. This
118 committee should reflect the ethnic and geographical composition of the school
119 division. The purpose of this committee is to advise the School Board through the
120 Division Superintendent of the educational needs of all gifted/advanced students in the
121 Division. As a part of this goal, the committee annually reviews the Local Plan for the
122 Gifted , including revisions, and determines the extent to which the plan for the
123 previous year was implemented. The recommendations of the advisory committee are
124 submitted in writing through the Division Superintendent to the School Board.

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

127
128 **School Health Advisory Board (SHAB)**

129
130 SHAB’s charter is established in accordance with § 22.1-275.1.

131
132 The School Board has established a School Health Advisory Board of no more than 20 total
133 members, including no more than 17 voting members. It consists of broad-based
134 community representation including, but not limited to, parents, students, health
135 professionals, educators, and others. SHAB assists with the development of health

136 policy in the school division and the evaluation of the status of school health, health
137 education, mental health, substance abuse, violence prevention, the school
138 environment, and health services. The committee provides input to staff regarding new
139 instructional and resource materials and changes in family life curriculum.

140 The School Health Advisory Board holds meetings at least - four times during the school year
141 and annually reports on the status and needs of student health in the school division to
142 any relevant school, the School Board, the Virginia Department of Health, and the
143 Virginia Department of Education. All Committee meetings shall be open to the public.
144

145 **Budget Advisory Committee (BAC)**

146 The Budget Advisory Committee:

- 147 1. Makes recommendations on policies and practices related to the presentation,
148 preparation and execution of the operating budget and the financial management of
149 the school system;
- 150 2. Makes recommendations to the School Board on budget priorities before the Board
151 gives its annual budget direction to the Superintendent and at other times as
152 appropriate;
- 153 3. Advises on the degree to which the Superintendent's Proposed Budget supports
154 best fiscal practices and the School Board's priorities;
- 155 4. Assists in educating the community about the budgeting process and the contents
156 of each year's operating and capital improvement budgets;
- 157 5. Provides, upon the Board's request, studies and recommendations on special topics
158 or issues;
- 159 6. Presents an annual written report of the committee's work as part of the School
160 Board's annual budget process. The report may raise issues and concerns that the
161 Committee has related to the budget;
- 162 7. Collaborates as appropriate with other advisory committees; and
- 163 8. Creates a Scope of Work and an Annual Report for the BAC.

164 Committee meetings shall be held at least four times in a school year and are open to the
165 public.
166

167 **Athletic Hall Of Fame (AHOF) Advisory Committee**

168 AHOF is established to assist the Board in honoring excellence in athletic achievement by
169 former ACPS students, memorializing their achievements, and inspiring the current
170 students of ACPS to strive for excellence by inducting a select number of former
171 students into its Athletic Hall of Fame.

172 The AHOF Advisory Committee begins reviewing nomination forms in February of each year.
173 The deadline to submit a nomination for consideration is January 31. Nominations
174 received after the deadline are held for consideration for the following year. The
175 committee will submit recommendations to the School Board for approval.
176

181
182 The committee consists of no more than 17 voting members and must include three ACPS
183 alumni, one current ACPS student, and three at-large community members.
184

185 Except for the alumni seats on the committee, members of the advisory committee will be
186 residents of Alexandria City, which may include an ACPS employee and a current
187 ACPS student.
188

189 The advisory committee will recommend selection criteria to be approved by the Board.
190

191 Any future changes to the selection criteria must be approved by the Board.
192

193 Committee meetings should be held at least four times in a school year and will be open to the
194 public.
195

196
197 Established: June 18, 2009
198 Revised: June 23, 2016
199 Revised: February 4, 2021
200

201
202 Legal Refs.: 20 U.S.C. §§ 5964, 6318.
203
204 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214,
205 22.1-227, 22.1-275.1.
206
207 8 VAC 20-40-60.
208 8 VAC 20-81-230.
209 8 VAC 20-120-50.
210

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

SCHOOL BOARD ADVISORY COMMITTEE REGULATIONS

Appointment Process Membership

The Alexandria City School Board is responsible for the advisory committees and their membership. Board and staff liaisons will assist the committees to actively recruit new members when necessary. At a minimum, the Clerk of the Board and the Department of School and Community Relations will publicize any committee vacancies on the Alexandria City Public Schools website each January, June and September

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

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

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

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

~~Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements. **Application Process** Applicants must apply for open positions using the advisory committee membership application. To apply, individuals must fill out the application and submit it to the Clerk of the School Board. It is essential that applicants provide complete and legible answers to all questions. The School Board will not accept an application if complete answers are not provided. Individual applicants are encouraged to attach a résumé to the~~

Commented [1]: Parking Lot: This is a Reg but probably shouldn't be a "Supt's Reg."

Commented [2]: Noted in the opening comment.

Commented [3]: New regulation pulling content from policy BCF. Like most B regulations, this is a Board Regulation and not a Supt's regulation.

Commented [4]: Struck as this is redundant with the policy

Commented [5]: Struck as this is redundant with the policy.

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

Commented [6]: Question: If staff members are not voting members, what would be the purpose of them reviewing them?

~~After review, the Clerk of the Board will confirm all application criteria have been met and will forward the recommended applicants to the Board for consideration at a scheduled Board meeting.~~

Commented [7]: These seem to come straight to the Alexandria City Council, do we want to use that approach instead?
<https://www.alexandriava.gov/boards-and-commissions/boards-and-commissions-vacancies>

~~The Board will then vote on application(s) at a scheduled Board meeting. Applicants will be placed on the consent calendar for approval. Board members may pull applicants from consent for discussion~~ Applicants will be contacted no later than one week after the Board vote regarding the results of the vote. Newly selected advisory committee members will be ~~provided~~ **emailed** contact information for the Advisory Committee Chair.

~~Applicants not selected have the option to request their application be kept active for up to six months in the event there is committee opening. Applicants not selected have the option to apply for a future opening or the option to keep their application active until there is an opening.~~

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

~~Application Questions for Advisory Committees:~~

Commented [8]: This is probably too detailed for a regulation. Suggest this is moved to the website.

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

I. Meetings

Advisory committees meet at least four times a year. Committees establish their annual meeting schedule no later than the first meeting of each year. Committees must provide a copy of this schedule to the Clerk of the Board, who publishes the schedule in accordance with the Virginia Freedom of Information Act (FOIA) and provides a copy to the Department of School and Community Relations.

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

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

Meetings of the advisory committees and their workgroups are held in public, consistent with the requirements of Virginia law.

Committee meetings are scheduled by the Advisory Committee Chair, who informs the Clerk of the Board of such meetings at least ~~five~~three days prior to the meeting, to allow for public notice. ~~Agendas, presentations, and any documents for distribution at the meeting are made available to Board members and the Clerk of the Board at least three days prior to committee meetings.~~

Commented [9]: Changed to five to give the Clerk two days to make the public notification

Commented [10]: Not required under the code

~~A.~~
~~The advisory committees meet at least quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. A copy of this calendar is provided to the Clerk of the Board and the Department of Communication.~~

Commented [11]: Moved to the meetings section

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

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

Commented [12]: Relocated from the policy.

H. Required Advisory Committee Charters

~~The committees outlined below are prescribed by the Commonwealth of Virginia:~~

Special Education Advisory Committee (SEAC)

SEAC’s charter is established in accordance with 8 VAC 20-81-230. In accordance with the Virginia Administrative Code, SEAC advises the Board through the Superintendent.
~~SEAC advises SEAC is~~ There shall be an advisory committee for special education

~~appointed by the School Board to advise the Board through the Superintendent.
SEAC's charter is established in accordance with 8 VAC 20-81-230.~~

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

Career and Technical Education (CTE) Advisory Committee

~~CTE Advisory Committee's charter is established in accordance with 8 VAC 20-120-50~~

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

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

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

182
183 **III. Optional Advisory Committees**

Commented [13]: Move this to the policy.

184
185 ~~In addition to the above committees required by law, the Alexandria City School Board may~~
186 ~~establish additional advisory committees. At the Board's discretion, it may also dissolve such~~
187 ~~committees as circumstances warrant. Currently, the Board's additional advisory committees~~
188 ~~include: **Advanced Academic Services Advisory Committee (AASAC), Talented and Gifted**~~
189 ~~**Advisory Committee (TAGAC)**~~

190
191 AACAC's charter is established in accordance with 8 VAC 20-40-60.

Commented [14]: Parts of the Local Plan for the Gifted also dictate some things that this AC will do, including having public comment at their meetings.

192
193 The school division has established ~~an Advanced Academic Services~~ ~~talented and gifted~~
194 advisory committee composed of parents, school personnel, and other community
195 members. This committee should reflect the ethnic and geographical composition of
196 the school division. The purpose of this committee is to advise the School Board
197 through the Division Superintendent of the educational needs of all ~~gifted~~ ~~advanced~~
198 ~~students~~ ~~advanced students~~ in the Division. As a part of this goal, the committee
199 annually reviews the ~~Local Plan for the Gifted~~ ~~plan for the education of gifted students,~~
200 including revisions, and determines the extent to which the plan for the previous year
201 was implemented. The recommendations of the advisory committee are submitted in
202 writing through the Division Superintendent to the School Board.

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

205
206 **School Health Advisory Board (SHAB)**

207
208 SHAB's charter is established in accordance with § 22.1-275.1.

209
210 The School Board has established a School Health Advisory Board of no more than 20 total
211 members, including no more than 17 voting members. It consists of broad-based
212 community representation including, but not limited to, parents, students, health
213 professionals, educators, and others. SHAB assists with the development of health
214 policy in the school division and the evaluation of the status of school health, health
215 education, mental health, substance abuse, violence prevention, the school
216 environment, and health services. The committee provides input to staff regarding new
217 instructional and resource materials and changes in family life curriculum.

218 The School Health Advisory Board holds meetings at least - four times during the school year
219 and annually reports on the status and needs of student health in the school division to
220 any relevant school, the School Board, the Virginia Department of Health, and the
221 Virginia Department of Education. All Committee meetings shall be open to the public.
222

223 **Budget Advisory Committee (BAC)**

224
225 The Budget Advisory Committee:

- 226
- 227 1. Makes recommendations on policies and practices related to the presentation,
228 preparation and execution of the operating budget and the financial management of
229 the school system;
 - 230 2. Makes recommendations to the School Board on budget priorities before the Board
231 gives its annual budget direction to the Superintendent and at other times as
232 appropriate;
 - 233 3. Advises on the degree to which the Superintendent's Proposed Budget supports
234 best fiscal practices and the School Board's priorities;
 - 235 4. Assists in educating the community about the budgeting process and the contents
236 of each year's operating and capital improvement budgets;
 - 237 5. Provides, upon the Board's request, studies and recommendations on special topics
238 or issues;
 - 239 6. Presents an annual written report of the committee's work as part of the School
240 Board's annual budget process. The report may raise issues and concerns that the
241 Committee has related to the budget;
 - 242 7. Collaborates as appropriate with other advisory committees; and
 - 243 8. Creates a Scope of Work and an Annual Report for the BAC; and

244
245 9. Committee meetings shall be held at least four times in a school year and are open
246 to the public. Holds committee meetings that are open to the public at least four times in a
247 school year.

248
249 **Athletic Hall Of Fame (AHOF) Advisory Committee**

250
251 AHOF is established to assist the Board in honoring excellence in athletic achievement by
252 former ACPS students, memorializing their achievements, and inspiring the current
253 students of ACPS to strive for excellence by inducting a select number of former
254 students into its Athletic Hall of Fame. Each year, the Alexandria City School Board
255 honors excellence in athletic achievement by former Alexandria City Public Schools
256 students, memorializes their achievements, and inspires the current students of ACPS
257 to strive for excellence by inducting a select number of former students into its Athletic
258 Hall of Fame. Inductees will be honored with a Hall of Fame plaque on the campus of
259 T.C. Williams High School.

260
261 The AHOF Advisory Committee begins reviewing nomination forms in February of each year.
262 The deadline to submit a nomination for consideration is January 31. Nominations
263 received after the deadline are held for consideration for the following year.
264 Nominations will be submitted May through September of year by the public and
265 reviewed by the Athletic Hall of Fame advisory committee. The committee will submit
266 recommendations to the School Board for approval.
267

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

270
271 Except for the alumni seats on the committee, members of the advisory committee will be
272 residents of Alexandria City, which may include an ACPS employee and a current
273 ACPS student.

274
275 The advisory committee will recommend selection criteria to be approved ~~and institutionalized~~
276 by the ~~School~~ Board.

277
278 Any future changes to the selection criteria must be approved by the ~~School~~ Board.

279
280 Committee meetings should be held at least four times in a school year and will be open to the
281 public.

- 282
- 283
- 284 Established: June 18, 2009
- 285 Revised: June 23, 2016
- 286 Revised: February 4, 2021
- 287

- 288
- 289 Legal Refs.: 20 U.S.C. §§ 5964, 6318.
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