

SCHOOL BOARD COMMITTEES

The Board establishes standing and ad hoc committees to achieve its goals and objectives, and to promote efficiency.

Standing School Board Committees and Scopes of Work

The standing committees of the Alexandria City School Board are:

- Operational Excellence Committee - Provides support and guidance to the full Board in the areas of:
 - Stakeholder engagement;
 - Advisory committees to the Board;
 - Liaisons to other organizations committees;
 - Agenda setting for Board meetings, retreats, and work sessions;
 - Board / City Council relations;
 - Board development including onboarding of new Board members;
 - Board self-evaluation;
 - Student liaisons to the Board; and
 - Evaluation of the Superintendent.
- Governance Committee - Provides support and guidance to the full Board in the areas of:
 - Policy;
 - Regulations;
 - Board processes and procedures; and
 - Division legislative priorities.
- Strategy and Accountability Committee - Provides support and guidance to the full Board in the areas of:
 - Strategic Plan development, revision, and monitoring;
 - Annual Board Areas of Focus;
 - Budget;
 - School capacity; and
 - Monitoring the overall effectiveness and efficiency of the division.

Standing committee members are appointed by the Board Chair. Committees select a Chair and Vice-Chair from the appointed members.

Joint Committees of the Alexandria City Public Schools and the City of Alexandria

The Board participates in joint committees and commissions with the City of Alexandria to support collaboration. Any joint committees or commissions of the Alexandria City Public Schools and the City of Alexandria are established through resolution. The following joint committees have been established:

- City Council/School Board Subcommittee

- 47 • School Law Enforcement Partnership (SLEP) Subcommittee

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49 **Ad Hoc Committees**

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51 Special, or ad hoc, committees may be appointed by the Board Chair to address a specific subject
52 or issue that cannot be assigned to a standing committee.

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54 Ad Hoc Committees may consist of Board members only or may include Board members and
55 other members, including staff and stakeholders.

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57 Whenever an ad hoc committee is established, the composition, the purpose of the committee
58 and its Scope of Work will be clearly defined. Generally, the scope will be defined in terms of
59 the outcome or product requested from the committee and set forth a time frame for the
60 completion of its assignment. These committees expire upon completion of the assigned task
61 unless the Board Chair authorizes temporary continuance of such committees.

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63 **Meetings and Notice**

64

65 School Board committees, including standing committees and ad hoc committees, regardless of
66 the number of Board members who serve on the committee, are subject to the same meeting and
67 notice requirements as a Board meeting.

68

69 Setting meeting dates and the preparation of the agenda are the responsibility of the committee
70 Chair. Any member of the committee may submit items for inclusion on the proposed agenda.

71

72 Any gathering (physical or virtual) of three or more members of the Board, its committees, ad hoc
73 committees, and their subcommittees are held in public, consistent with the requirements of
74 Virginia law.

75

76 **Quorum**

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78 For all Board committees, a quorum is required for a valid vote to adopt a motion. For this purpose,
79 a quorum shall equal a simple majority of all serving committee members. Any vacancies on the
80 committee are not included in the calculation of a quorum. In the absence of a quorum, committee
81 members who are physically present in the room may continue to discuss public business provided
82 the room remains open to the public and minutes are taken in accordance with the Virginia
83 Freedom of Information Act (FOIA), but the committee members may not hold any votes other
84 than to adjourn, recess, fix a time at which to adjourn, or take measures to obtain a quorum.

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87 Adopted: October 24, 1996

88 Amended: July 10, 1997

89 Amended: August 27, 1998

90 Amended: May 20, 2004

91 Amended: September 7, 2006

92 Amended: June 18, 2009

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| 93 | Amended: | January 2, 2013 |
| 94 | Amended: | March 21, 2013 |
| 95 | Amended: | September 18, 2014 |
| 96 | Amended: | June 23, 2016 |
| 97 | | |
| 98 | | |
| 99 | Legal Refs.: | 20 U.S.C. §§ 5964(a)(6), 6318(e)(12) |
| 100 | | Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1- |
| 101 | | 86, 22.1-275.1 |
| 102 | | 8 VAC 20-40-60(B) |
| 103 | | 8 VAC 20-81-230(D) |
| 104 | | 8 VAC 20-120-50 |
| 105 | | |
| 106 | Cross Refs.: | BCF Advisory Committees to the School Board |
| 107 | | BCF-R Regulations of Advisory Committees to the School Board |
| 108 | | BCFB Bylaws for School Board Advisory Committees |
| 109 | | BCFC Roles of the Staff and Board Liaisons to Advisory |
| 110 | | Committees |
| 111 | | BDA Regular School Board Meetings |
| 112 | | BDA-R Regular School Board Meetings |
| 113 | | BDB Special School Board Meetings |
| 114 | | BDC Closed Meetings |
| 115 | | BDD Electronic Participation in Meetings from Remote |
| 116 | | Locations |
| 117 | | BDDC Agenda Preparation and Dissemination |
| 118 | | GB Equal Employment Opportunity/Nondiscrimination |

SCHOOL BOARD COMMITTEES

The Board establishes standing and ad hoc committees to achieve its goals and objectives, and to promote efficiency.

Any gathering (physical or virtual) of three or more members of the School Board or any of its committees, subcommittees or advisory groups 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.

Standing School Board Advisory Committees and Scopes of Work

~~There are no~~ standing committees of the Alexandria City School Board ~~except:~~

- Operational Excellence Committee - Provides support and guidance to the full Board in the areas of:
 - ~~S~~ stakeholder engagement;
 - ~~A~~ advisory committees to the Board;
 - ~~L~~iaisons to other organizations committees;
 - ~~A~~genda setting for ~~meetings of the Board including~~ Board meetings, retreats, and work sessions;
 - ~~B~~oard / City Council relations;
 - ~~B~~oard development including onboarding of new Board members;
 - ~~B~~oard self-evaluation;
 - ~~S~~tudent liaisons to the Board; and
 - ~~E~~valuation of the Superintendent.
- Governance Committee - Provides support and guidance to the full Board in the areas of:
 - ~~P~~olicy updates;
 - ~~R~~eview of the Superintendent's ~~R~~egulations;
 - ~~B~~oard processes and procedures; and
 - ~~D~~ivision ~~Board~~ legislative priorities.
- Strategy and Accountability Committee - Provides support and guidance to the full Board in the areas of:
 - ~~S~~trategic Plan development, revision, and monitoring;
 - ~~A~~nnual Board Areas of Focus;
 - ~~B~~udget ~~development~~;
 - ~~S~~chool capacity; and
 - ~~M~~onitoring the overall effectiveness and efficiency of the division.

Standing committee members are appointed by the Board Chair. Committees select a Chair and Vice-Chair from the appointed members.

Joint Committees of the Alexandria City Public Schools and the City of Alexandria

The Board participates in joint committees and commissions with the City of Alexandria to support collaboration. Any joint committees or commissions of the Alexandria City Public Schools

Commented [1]: The scope of this policy is committees of Board members. Advisory committees are in BCF.

Commented [2]: Moved down into the Meetings and Notice section

Commented [3]: From the VSBA model policy

48 and the City of Alexandria are established through resolution. The following joint committees have
49 been established:

- 51 • City Council/School Board Subcommittee
- 52 • School Law Enforcement Partnership (SLEP) Subcommittee

Commented [4]: I thought this was ad-hoc.

Commented [5]: We just voted to establish this at the last meeting: <https://alexandria.ic-board.com/attachments/9a762355-d8bd-400a-b500-ff8a7b6be9cb.pdf> and <https://alexandria.ic-board.com/attachments/c93d8521-fb6f-415e-931f-c05a39872cc0.pdf>

54 **Ad Hoc Committees**

55 Special, or ad hoc, committees may be appointed by the Board Chair to address a specific subject
56 or issue that cannot be assigned to a standing committee.

59 Ad Hoc Committees may consist of Board members only or may include Board members and
60 other members, including staff and stakeholders.

62 Whenever an ad hoc committee is established, the composition, the purpose of the committee
63 and its Scope of Work will be clearly defined. Generally, the scope will be defined in terms of
64 the outcome or product requested from the committee and set forth a time frame for the
65 completion of its assignment. These committees expire upon completion of the assigned task
66 unless the Board Chair authorizes temporary continuance of such committees.

68 **Meetings and Notice**

70 School Board committees, including standing committees and ad hoc committees, regardless of
71 the number of Board members who serve on the committee, are subject to the same meeting and
72 notice requirements as a Board meeting.

Commented [6]: Do we want to include anything about meetings being recorded? Recording meetings does increase public access.

Commented [7]: That's not required under the code and would be hard to do for many in-person only subcommittee and advisory committee meetings.

75 Setting meeting dates and the preparation of the agenda are the responsibility of the committee
76 Chair. Any member of the committee may submit items for inclusion on the proposed agenda.

77 **a-m**

78 A. Any gathering (physical or virtual) of three or more members of the Board, its
79 committees, ad hoc committees, and their subcommittees are held in public, consistent with the
80 requirements of Virginia law. ~~Committee meetings are scheduled by the Committee Chair, who~~
81 ~~informs the Clerk of the Board of such meetings at least three days prior to the meeting, to allow~~
82 ~~for public notice.~~

83 Agendas, presentations, and any documents for distribution at the meeting are made available to
84 Board Members and the Clerk of the Board at least three days prior to committee meetings.

Commented [8]: Are we also required to make them available to the public three days in advance?

86 School Board advisory committees meet at least quarterly during the school year. A calendar of
87 meetings is established no later than the first meeting of each year. A copy of this calendar is
88 provided to the Clerk of the Board and the Department of Communications.

Commented [9]: Under the code only notification, not the or agenda materials, are required in advance However, the Board and Public are supposed to receive the materials at the same time.

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

Commented [10]: Moved to the BCF and revised

92 **Quorum**

94 For all Board committees, a quorum is required for a valid vote to adopt a motion.- For this purpose,
95 a quorum shall equal a simple majority of all serving committee members.- Any vacancies on the
96 committee ~~are shall not be~~ included in the calculation of a quorum. In the absence of a quorum,
97 committee members who are physically present in the room may continue to discuss public
98 business provided the room remains open to the public and minutes are taken in accordance with
99 the Virginia Freedom of Information Act (FOIA), but the committee members may not hold any
100 votes other than to adjourn, recess, fix a time at which to adjourn, or take measures to obtain a
101 quorum.

102 Ad Hoc Committees

104 ~~The Chair will appoint individual Board members as liaisons to the community to serve on~~
105 ~~committees, task forces or other official organizations for the benefit of children. Parents and~~
106 ~~community members may also be appointed by the School Board to serve on City committees or~~
107 ~~commissions, consistent with City policies. The Clerk of the Board will maintain a current list of~~
108 ~~appointments and publicize vacancies.~~

- 110 Adopted: October 24, 1996
- 111 Amended: July 10, 1997
- 112 Amended: August 27, 1998
- 113 Amended: May 20, 2004
- 114 Amended: September 7, 2006
- 115 Amended: June 18, 2009
- 116 Amended: January 2, 2013
- 117 Amended: March 21, 2013
- 118 Amended: September 18, 2014
- 119 Amended: June 23, 2016

- 122 Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
- 123 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-
- 124 86, 22.1-275.1
- 125 8 VAC 20-40-60(B)
- 126 8 VAC 20-81-230(D)
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- 132 BCFC Roles of the Staff and Board Liaisons to Advisory
- 133 Committees
- 134 BDA Regular School Board Meetings
- 135 BDA-R Regular School Board Meetings
- 136 BDB Special School Board Meetings
- 137 BDC Closed Meetings
- 138 BDD Electronic Participation in Meetings from Remote

Commented [11]: I'm not sure this relevant to board committees. It seems more focused on advisory committees, etc.

Relocated to BCF

Commented [12]: This doesn't seem to fit here.

Commented [13]: This doesn't fit here.

Commented [14]: I'm not sure this is happening. Perhaps we should have a section on the website listing this information?

Commented [MS15R14]: The process has been adjusted to ensure this is documented.

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| | <u>Locations</u> |
| <u>BDDC</u> | <u>Agenda Preparation and Dissemination</u> |
| GB | Equal Employment Opportunity/Nondiscrimination |

DRAFT